

Project Management Fundamentals Workshop

Fast facts

Program audience

- ◆ Administrators
- ◆ Project team members
- ◆ People new to project management

Award granted

Certificate of Attendance

College locations offered

- ◆ Melbourne
- ◆ Sydney
- ◆ Brisbane
- ◆ Canberra
- ◆ Nationally on request

Duration

2 days

Delivery / study modes

Face-to-face facilitation. (Classroom delivery, with discussion, activities and case studies)

Recommended entrance requirements

- ◆ There are no pre-requisites for entry into this program.



Fundamental project management skills and knowledge for project team members

Australian College of Project Management's Project Management Fundamentals workshop is designed to equip participants with essential project management skills, knowledge and techniques required for effective project management.

This course provides executive, administration, project team members and specialists, working in a project environment, with a comprehensive introduction to the key elements of project management, and a working knowledge of the principles of project planning, and control, resource management and risk analysis and management.

The course content also provides an understanding of the terminology, methodologies techniques and tools available to project managers.

Overview

The course provides a comprehensive coverage of the nine functions of project management, in a short timeframe to facilitate an understanding of the integration of functions to baselines throughout the project lifecycle.

Each session provides a short explanation, followed by exercises in the key functions. The outcome is an outline project plan.

Intensive training, combining:

- ◆ Face-to-face presentations
- ◆ Workshops based on actual workplace scenarios
- ◆ Peer discussions

Outline

- ◆ Project management overview
- ◆ Project planning and control
- ◆ Project scope management
- ◆ Time, cost and resource management
- ◆ Project quality management
- ◆ Project risk management
- ◆ Project communications management
- ◆ Project human resource management
- ◆ Project contract management
- ◆ Project control and status
- ◆ Project finalization and integration

Australian College of Project Management

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Australian College of Project Management is the education division of Planpower – a project management company.

Together we form the project management services and education arm of UXC - a \$300m Australian owned ASX top 300 company. UXC is one of the fastest growing most profitable companies in the IT sector.

For further information about Planpower, please visit our corporate site:

www.planpower.com.au



Recommended entrance requirements

There are no prerequisites for this course.

Professional outcomes and opportunities

On completion of this course, participants will be trained as project team members who understand:

- ◆ Project management terminology
- ◆ The project lifecycle and the project planning process
- ◆ How project management can be used to achieve rapid change and subsequent business success.

Program Requirements

Attendance and participation in program discussion and activity.

To enrol in an upcoming course, please contact the ACPM Customer Service team on 1300 138 225.

