

# PROJECT MANAGEMENT

## Level 6

This short course provides the learner with the knowledge, skills, attitudes and values to understand project processes, project scope management and how to supervise a project team.

### » TARGET GROUP

This short course is designed for the public and private sector and is aimed at:

- project managers, officers and administrators;
- elected political leaders and public sector officials involved with the service delivery activities at a top strategic level; and
- department and organisation managers.

### » BENEFITS

The benefits of this short course include:

- the ability to examine the theoretical and analytical frameworks of project management in a public sector environment;
- effective undertaking and management of projects within the public sector;
- the ability to comfortably work with budgets, estimate time and decide what resources are needed; and
- enhanced effectiveness of project management teams.

### » ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.



UNIT  
STANDARD  
ALIGNED



OUTCOMES  
BASED

Designed and developed by Pro-Active College, this short course is aligned to the unit standard:

**APPLY THE PRINCIPLES AND THEORIES OF PUBLIC  
SECTOR PROJECT MANAGEMENT**  
(US: 242914)

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## OUTCOMES

On completion of this short course, learners will be able to:

- demonstrate an understanding of project processes, project scope management and project integration management in the context of public projects;
- demonstrate an understanding of project time management and project cost management in the context of public projects;
- demonstrate an understanding of project quality management and project human resources management in the context of public projects;
- demonstrate an understanding of project Communications management and project risk management in the context of public projects; and
- demonstrate an understanding of project supply management and project management competencies in the context of public projects.



## DURATION

Four-day contact session



## CERTIFICATION

Option 1: Certificate of Attendance  
Option 2: Certificate of Competence, after successfully completing an assessment at the end of the contact session.

# COURSE OUTLINE

## LEARNING UNIT ONE

### PROJECT PROCESSES, PROJECT SCOPE MANAGEMENT AND PROJECT INTEGRATION MANAGEMENT

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- Introduction
- Project lifecycle
- Project management versus operational work
- Project stakeholders
- Project organisational structures
- Selecting an organisational structure
- Common project management interactions
- Project management process groups
- Project integration management
- Project scope management

## LEARNING UNIT TWO

### PROJECT TIME MANAGEMENT AND PROJECT COST MANAGEMENT

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- Project time management
- Project cost management

## LEARNING UNIT THREE

### PROJECT QUALITY MANAGEMENT AND PROJECT HUMAN RESOURCE MANAGEMENT

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- Project quality management
- Project human resource management

## LEARNING UNIT FOUR

### PROJECT COMMUNICATIONS MANAGEMENT AND PROJECT RISK MANAGEMENT

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- Project communication management
- Project risk management

## LEARNING UNIT FIVE

### PROJECT SUPPLY MANAGEMENT AND PROJECT MANAGEMENT COMPETENCIES

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- Project supply management
- Project leadership
- Project governance
- Establish project teams
- Project dispute resolution and change management