



BSB51415 Diploma of Project Management

Participant Information Kit



“Those who collaborate and improvise shall prevail.”

- Charles Darwin

If you're reading this, you're probably already a project manager...

In the current world of uncertainty, disruption and change, if there's one thing you can be sure of it's that, sooner or later, you will need to successfully manage projects. Chances are, you've got several on the boil right now. And although it may seem obvious, the ability to apply an appropriate, structured approach to delivering these projects is a highly valued skill.

The end of the accidental PM

In the past, the overwhelming majority of projects were managed by 'accidental project managers'. By this we mean people who *trained in something else* – be it engineering, nursing, science, building, IT, marketing, or any other technical domain – who got senior enough to be given a project to manage and thus became a 'project manager'; but who *never received formal training in project management*.

Without a doubt, the accidental PM route is *tough*. It's stressful, exhausting, and risky. Success is usually due to individual heroic effort and often leaves more than a few scars.

Thankfully, we are now seeing the turning of the tide. The era of the accidental project manager is at an end. Never before has there been such demand for trained and qualified project managers.

A project-based world of work

As you may be aware, we are in the middle of an emerging 'gig economy'; and when they say 'gig' they mean 'project' – temporary, short-term contract work. By 2022, it is estimated that 15.7 million new project manager roles will be created globally.¹

From here on, every organisation in every corner of industry will have a need for project managers who understand what type of project management approach (tools, techniques, methodologies) is best suited to the project at hand – from gigs in:

- 'hard' project industries such as infrastructure, construction, engineering, and Defence; to
- tech-based industries, including finance, IT, telcos and new product innovations; to
- 'soft', complex-adaptive projects and outcome-based programs, such as organisational change, policy

implementations, community, health, education and climate change initiatives.

Ad-hoc project management (knife-and-forking your way through a project till you reach the end) is no longer acceptable.

We have entered an age where organisations understand that "skilled, trained, and experienced project managers increase the likelihood of project success² and where project managers are recognised as "critical enablers for delivering strategic outcomes for organisations."³

More bang for buck

In 2018, KPMG reported that organisations who invested in project management capability **successfully delivered 92% of their projects** (the "Bang"), compared with a mere 32% project success rate from organisations who don't.⁴

Furthermore, they spent **21-times less money** – wasting an average of 1.4% of project budget, compared with 29.1% of project budget wasted due to poor project management (the "Buck").⁵

Organisations with a high degree of project management maturity have 28% more projects completed on time; 24% more project delivered within budget; 22% more projects meeting the original goals; and 9% fewer failures.

It's no wonder that developing talent in project management is the No.1 priority of PMO Directors across industry.⁶

Are you ready?

Join us at our flagship professional development program for project managers working in any industry, sector or technical domain - the nationally recognised qualification **BSB51415 Diploma of Project Management**.

Let us help you achieve great things.

Kestrel Stone

Founder
Elemental Projects



¹ PMI (2013). Talent Gap: Project Management through 2020

² PMI, Pulse of the Profession, 2018

³ KPMG and AIPM, The State of Play in Project Management, 2018

⁴ KPMG and AIPM, The State of Play in Project Management, 2018

⁵ KPMG and AIPM, The State of Play in Project Management, 2018

⁶ PMI, Pulse of the Profession, 2018

About the BSB51415 Diploma of Project Management



In a nutshell...

During the two 3-day training blocks you will alternate between learning new project management concepts, processes, tools and techniques and applying these on a case study project while working in small groups from diverse industries (or with colleagues from your own organisation).

In the months after each training block, you'll apply your new knowledge and skills on a real, work-based project, supported by a personal assessor who will provide guidance, support and detailed feedback for each assessment as you move through four assessment modules, aligned with the project life cycle.

Using this combination of case study workshops and real-life project application, you'll formalise your existing knowledge of project management, pick up new skills, and hone your project management and leadership capability to maximise the efficiency and effectiveness of your projects.

The course culminates in an interactive project management simulation designed to put your project management skills to the test in a fun and thought-provoking experience.

WHAT PARTICIPANTS SAY

"I absolutely loved this course. Not just the tools being presented, but being able to apply them to real-life projects during the course gives me confidence in applying the concepts at work. An eye opener and a really positive experience for me." – MA

"This has been the most useful course that I have ever done, degree included." – DC

"This course enabled me to have a great year in project management. I delivered two challenging but rewarding projects, won the CEO award for these projects, and have been helping our PMO to improve our project management systems. The above has been due to your training." – MP

3 DAYS FACE-2-FACE

TRAINING BLOCK 1

Module 1: Initiating & Planning Projects

10 WEEK GAP

Work-based application and coaching
Module 1 Assessment

3 DAYS FACE-2-FACE

TRAINING BLOCK 2

Module 2: Building & Leading Teams

Module 3: Monitoring & Controlling Processes

Module 4: Closing & Evaluating

3-6 MONTHS

Work-based application with online assessor support
Modules 2, 3 & 4 Assessments submitted monthly



3 days – training block 1

Module 1: Initiating & Planning Projects (3 days)

The first day of the course provides a mature understanding of the role of projects in today's fast-moving and complex world, and how project management practice can contribute to making organisations agile, efficient, effective, and sustainable. In this overview, participants will learn about:

- The four types of project approaches and how to run a diagnosis in order to apply the appropriate framework;
- Popular methodologies such as PRINCE2, Lean, and Agile, and when to use them;
- Project management fundamentals in line with the life cycle and the ten PMBoK knowledge areas;
- Key concepts such as the Iron Triangle, the cost of change, scaling for complexity, and planning; and
- Defining the link between projects, programs, benefits, and corporate goals using the "Why Axis".

In the 2nd and 3rd day of this block participants do a 'deep dive' into each phase of the project life-cycle, starting with Initiation and Planning, learning to:

- Develop a Project Charter to outline the project and gain authorisation to proceed;
- Define project objectives in line with organisational goals and planned benefits/outcomes; and
- Develop a Project Management Plan and subsidiary plans such as a Scope Statement, Work Breakdown Structure, Network Diagram, Gantt Chart, Project Cost Estimate, Quality Plan, Communications Plan, and Risk Register.

3 days – Training block 2

Module 2: Building and Leading Teams (1 day)

It has long been acknowledged that people are the key to project success, but managing the people who help to deliver your projects can be as challenging as it is rewarding. The first day of this block will teach you to nurture a cohesive, collaborative and high-performing team composed of professionals who may:

- Have never worked together before;
 - Be geographically dispersed;
 - Work for different organisations with differing work cultures and priorities;
 - Be working on multiple other projects;
 - Have different professional backgrounds; and
 - Are diverse in terms of work experiences, gender, age, ethnicity and communication styles
- This day will therefore teach essential skills like:
- Human Resource Management, Procurement, Governance and Team Building processes; and
 - Critical (soft) skills such as leadership, negotiation, influence, conflict resolution, presentation skills and innovation.



Module 3: Monitoring & Controlling Projects (1 day)

This Module focuses on the Implementation Phase of the project life cycle. It examines the processes, tools and techniques used to execute the work in accordance with the Project Management Plan and, while doing so, to monitor the project and apply controls where necessary to manage changing scope and keep the project on track. Topics explored in this Module include:

- Measuring performance using Earned Value Management;
- Developing Status Reports and managing information flows;
- Monitoring and controlling quality using a variety of Quality Control tools; and
- Managing communication, risks and issues throughout the Implementation Phase.

Module 4: Closing & Evaluating Projects (1 day)

Most projects never formally close. They are either abandoned when cut or peter out as the work draws to a close and people transfer off the project and onto the next one. Yet, project closure is an important phase of the project lifecycle. It involves:

- Administrative closure, such as transitioning project deliverables to the client/operational owner, closing contracts; reconciling cost accounts; disbanding the team; archiving project documentation; and
- Conducting a Post Implementation Review to evaluate the project and capture lessons learned for future projects.

These topics are covered in the morning session of this Module. The majority of the day is then spent undertaking a project management simulation that brings together the knowledge and skills acquired throughout the four Modules.

Units of Competence

Participants need to pass all of the following twelve units of Competence to achieve the BSB51415 Diploma of Project Management:

1. BSBPMG521 Manage project integration
2. BSBPMG511 Manage project scope
3. BSBPMG512 Manage project time
4. BSBPMG514 Manage project cost
5. BSBPMG513 Manage project quality
6. BSBPMG515 Manage project human resources
7. BSBPMG516 Manage project information and communication
8. BSBPMG517 Manage project risk
9. BSBPMG518 Manage project procurement
10. BSBPMG519 Manage project stakeholder engagement
11. BSBPMG520 Manage project governance
12. BSBWOR502 Ensure team effectiveness

What you will gain

Participants will receive:

- The nationally recognised qualification BSB51415 Diploma of Project Management (or Statement of Attainment) with printed and PDF certificate and academic transcript
- A hard copy Participant's Manual (100% recyclable).
- A USB with the following soft-copy resources:
 - A suite of practical and user-friendly project management templates
 - An extensive collection of articles and readings
 - PDF copies of all PowerPoint presentations
 - RTO Student Handbook
 - Assessment Workbooks
- A 12-month subscription to Ecademy – our online project management video library with over 12 hours of 'bite-sized' content
- Automatic CPPP certification with the Australian Institute of Project Management (subject to AIPM membership)

Alignment with standards

Elemental Projects offers nationally recognised training under the auspices of Major Training Services (RTO No. 90748). The course content and assessment framework are continuously updated in line with the following best-practice standards for project management:

- The Guide to the Project Management Body of Knowledge (PMBOK), 6th Edition, PMI
- The NSW Public Sector Capability Framework – Project Management capability level 4/5
- Australian Institute of Project Management (AIPM) – CPPM and CPSPM competency standards
- The competency standard of the Association for Project Managers (UK)
- The International Project Management Association (IPMA) – Individual Competence Baseline (ICB4)
- The Global Alliance for the Project Professions – Project Manager Competency Standards

Assessment process

Participants complete four Module Assessments. Each Module Assessment contains various types of assessment, including knowledge questions, documentation from a case study workshoped in the training room, documentation from a work-based project, third party supporting statement, and a reflective analysis focusing on the project management practices within your organisation. Except for the portfolio of evidence (drawn from one or more workplace projects), all assessment tasks are contained within the four Assessment Workbooks (in Word), which are provided in soft copy. Each Module Assessment is submitted electronically via email to a personal assessor, who provides coaching and feedback throughout the course.

Eligibility criteria

To be eligible to undertake this qualification program, students must:

- Be an Australian citizen or permanent resident; and
- Be able to attend 6 days of training and dedicate ~50 hours outside work to complete assessment tasks (3-4 weekends); and
- Provide a copy of any other qualification at Certificate IV level or above, or pass a Language, Literacy & Numeracy (LLN) test

When, where and how much?

The dates, prices and locations of all public courses are available on the [Training Calendar](#) page on our website, with links to our online registration form. To register a table of four, or for a chat about this course, please drop us an email at info@elementalprojects.com.au.