



Elemental Project Management

Participant Information Kit



Australian Institute of
Project Management

ENDORSED COURSE

“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 for six days of professional, practical and impactful training, rich in interactive workshops and anchored in real, work-based projects. This course provides a solid foundation for project managers by developing the technical and critical soft skills synonymous with successful project delivery. These six days, delivered in two training blocks, underpin our nationally recognised qualification BSB51415 Diploma of Project Management, which eligible candidates may upgrade to at any time if desired.

Let us help you achieve great things.

Kestrel Stone

Founder & CEO
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 course...



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 as you progress through the four training 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

Apply learnings in the workplace by initiating and planning a real work-based project

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

Apply learnings in the workplace

Attend Lessons Learned Celebration



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 build and nurture a cohesive, collaborative and high-performing team. It covers a range of critical soft skills essential for understanding and getting the most from people, including leadership, negotiation, influence, conflict resolution, presentation skills and effective interpersonal communication.



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, involving administrative closure activities, disbanding the team, closing contracts, reconciling cost accounts and many more; plus Conducting a Post Implementation Review to evaluate the project and capture lessons learned for future projects; and of course, the team celebration! These topics are covered in the morning session of this Module. The majority of the day is then spent undertaking a fun yet challenging project management simulation that brings together the knowledge and skills acquired throughout the four Modules.

What you will gain

Participants will receive a:

- Hard copy Participant's Manual (100% recyclable).
- USB pre-loaded with a range of resources, including a suite of practical and user-friendly project management templates, an extensive collection of articles and readings, and PDF copies of PowerPoint presentations.
- 12-month subscription to Ecademy – our online project management video library
- Certificate of Completion from Elemental Projects

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 with a bulk discount, or for a chat about this course, please drop us an email at info@elementalprojects.com.au.