

Training suitability

This qualification is suited to project managers who are responsible for the entire lifecycle of a project. It provides the skills and working knowledge, as well as the understanding of methods, techniques and tools available, to plan and manage projects that achieve the goals and objectives important to project managers and their organisation. It is suitable for those who develop project management plans and have sole responsibility for achieving a project's objectives; who report the outcomes of a project to a higher authority in their organisation; or those who monitor and review the whole project as it progresses through its lifecycle.

Study period and workload

A practising project manager should be able to complete the qualification in approximately 7 to 8 hours a week over a 12 to 18-month study period depending on the level of experience. This includes workplace practice, self-directed study and completion of assessment tasks. The study period allocated at enrolment will depend on the entry pathway.

This estimate is based on AQF guidelines and will vary according to student experience and current practice. The period of study for Guided Assessment may also vary, but is estimated at 6 months.

Skill outcomes

On successful completion of this course, students will have the skills to:

- write effective project plans to meet the delivery requirements of corporate/business expectations
- use mechanisms linked with the plan for the day-to-day control of projects to meet objectives
- provide quality deliverables, with the ability to meet reporting requirements on demand

Delivery

- Individual students
- Customised in-house training for groups, corporations and organisations
- Traineeships/Government funding or incentives may be available in your state

Duration

18 months

Entry Requirements

Students should be currently working in a project environment – or be able to access a work-based project environment in a project manager role.

Assessment

A combination of knowledge questions, work-related tasks and evidence portfolio, or RPL

Learning Pathways

Available to higher awards

Please refer to our website for further information
unep.edu.au

- select appropriate tools to support monitoring and control mechanisms
- assign agreed responsibilities to get the best out of core and broader team capabilities.

Competencies

Students must complete 12 units of competency:

BSBPMG511 Manage project scope	BSBPMG515 Manage project human resources	BSBPMG519 Manage project stakeholder engagement
BSBPMG512 Manage project time	BSBPMG516 Manage project information and communication	BSBPMG520 Manage project governance
BSBPMG513 Manage project quality	BSBPMG517 Manage project risk	BSBPMG521 Manage project integration
BSBPMG514 Manage project cost	BSBPMG518 Manage project procurement	BSBWOR502 Lead and manage team effectiveness

Competency descriptions

BSBPMG511

Manage project scope

Describes the skills and knowledge required to determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.

BSBPMG512

Manage project time

Manage project time unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule, and assessing time management outcomes.

BSBPMG513

Manage project quality

Equips students with the knowledge required to manage quality within projects. It involves determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects.

BSBPMG514

Manage project cost

Manage project cost unit describes the skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.

BSBPMG515

Manage project human resources

This unit describes the skills and knowledge required to manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.

BSBPMG516

Manage project information and communication

This unit covers the skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.

BSBPMG517

Manage project risk

This unit covers the skills and knowledge required to manage risks that may impact achievement of project objectives. It involves identifying, analysing, treating and monitoring project risks, and assessing risk management outcomes.

BSBPMG518

Manage project procurement

Manage project procurement covers the skills and knowledge required to undertake procurement in projects. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

BSBPMG519

Manage project stakeholder engagement

Describes the skills and knowledge required to manage stakeholder relationships. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

BSBPMG520

Manage project governance

Manage project governance unit describes the skills and knowledge required to establish and implement project governance. It involves identifying, applying, monitoring and reviewing project governance. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

BSBPMG521

Manage project integration

Students are equipped with the skills and knowledge required to integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and to align and track project objectives to comply with organisational goals, strategies and objectives.

BSBWOR502

Lead and manage team effectiveness

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation. It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams.

Entry Pathways

New or Aspiring Project Manager

Scenario based learning and assessment pathway for students with little, patchy or no experience in a project management or related role. Learners in this stream use a scenario project to develop the required knowledge and application skills required to demonstrate competency.

This method is suited to applicants comfortable with a self-directed learning and assessment method supported by comprehensive online learning resources, phone/email access to the allocated assessor as needed with reasonable hours) and regular contact with our student support team to set submission goals and keep on track. Completion of this course will assist graduates in meeting the requirements for CPPP certification upon application to AIPM.

NB: This option is under development - available 2021.

Practising Project Manager

Traditional learning and assessment pathway for students with some experience in most aspects of project management who are looking to deepen and strengthen their underpinning knowledge and application skills to become a better, more successful project manager.

This method is suited to applicants comfortable with a self-directed learning and assessment method supported by comprehensive online learning resources, phone/email access to the allocated assessor as needed with reasonable hours) and regular contact with our student support team to set submission goals and keep on track. Completion of this pathway will assist graduates in meeting the requirements for CPPM certification with the AIPM.

Experienced Project Manager

Guided assessment pathway for students with substantial experience in all aspects of project management and well-

developed knowledge and application skills who are looking to extend their project management skillset beyond the competency requirements through a focused interview technique that recognises the acquired knowledge of an experienced project manager and expands awareness to finesse their project management skills and encourage self-development.

This method is suited to applicants with an existing body of work that can be used to support competency. Guided by a highly respected project management professional and industry educator, students are challenged to question existing methods and approaches and encouraged to explore options to maximise project success while identifying and collecting knowledge and application evidence. Completion of this course will assist graduates in meeting requirements for CPPM or CPSPM certification with the AIPM.

Highly Experienced Project Manager

Recognition of prior learning pathway for students with highly developed knowledge and application skills who are looking to benchmark and formalise their project management skills and knowledge against best practice methodology with minimal guidance.

This method is suited to applicants who already have or can readily assemble a complete portfolio of evidence showing breadth and depth of knowledge and skills to demonstrate competency. Completion of this course will assist graduates in meeting requirements for CPPM or CPSPM certification with the AIPM. Recipients of the Diploma of Project Management are eligible to apply for credit towards AQF qualifications available through UNE Partnerships and other RTOs in accordance with relevant Training Packaging qualification packaging rules and recognition requirements.

Pathways/Industry Recognition*

Attainment of the Diploma of Project Management allows for:

- entry into the Advanced Diploma of Program Management
- credit in AQF qualifications in accordance with relevant training package rules & recognition requirements
- credit towards the MBA program at UNE Graduate School of Business
- recognition and credit at other Tertiary institutions may be granted once admission requirements have been met
- application to Project Management Institute (PMI) for category A Professional Development Units (PDUs)
- application to the Australian Institute of Project Management (AIPM) for:
 - recognition as Certified Practising Project Practitioner – CPPP
 - Continuing Professional Development (CPD) points
 - The Diploma will assist in meeting AIPM recognition requirements for Certified Practising Project Manager – CPPM, and/or Certified Practising Senior Project Manager – CPSPM.

*Subject to acceptance/ approval, and fees apply.

Module descriptions

Managing projects

This module looks at the definitions and language of project management, and addresses project types and responses; the process groups; lifecycle and methodologies; knowledge areas/functions of project management; and the stages of project management maturity.

Project scope management

This module addresses the initiation of projects and the clarification of requirements; the relationship of project inputs, outputs, outcomes and benefits; the scope statement; management of scope; and scope change.

Project time and cost management

This module extends the clarification of project scope into development of a Work Breakdown Structure; determination of effort and duration; estimating techniques; development of network diagrams, schedules and critical path; development of budgets; and the management of time and cost with utilisation of earned value and other techniques.

Project quality management

This module addresses the essence of quality management (achieving customer satisfaction); the emphasis and terminology in ISO9001:2015; quality assurance, quality control, and the use of quality management plans; and the importance of the 3Ps in project quality management.

People and leadership

This module addresses project organisation structures; project human resources planning; roles and responsibilities; performance management; management of teams; leadership and conflict.

Project risk management

This module addresses the relationship between uncertainty and risk; enterprise risk management consistent with the requirements of AS/NZS ISO31000:2009; application of the 7 step process; risk treatment plans; opportunity; and quantitative risk analysis techniques.

Project communication and stakeholders

This module addresses the types of information required for the planning and delivery of projects, and how this information moves around the project; document control; meeting and reporting techniques; negotiation; and stakeholder engagement and management.

Project procurement and contracts

This module addresses procurement requirements, planning and the procurement process; procurement methods (from cost plus to relationship contracts); aspects of contract law including the requirements of contract; and contract management.

Project governance and integration management

This module addresses project governance and the relationship with organisational governance; challenges in project governance; integration of all functions of project management into development of project management plans, daily decision making, change and issues management, and performance of management; and the finalisation of projects.

