

BSB50820 Diploma of Project Management



Program Overview

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BSB50820 Diploma of Project Management - Version SVK1.0

Published: Thursday, 24 August 2023

Program Overview developed by UNE Partnerships

UNE Partnerships Pty Ltd.

The Education & Training Company of the University of New England

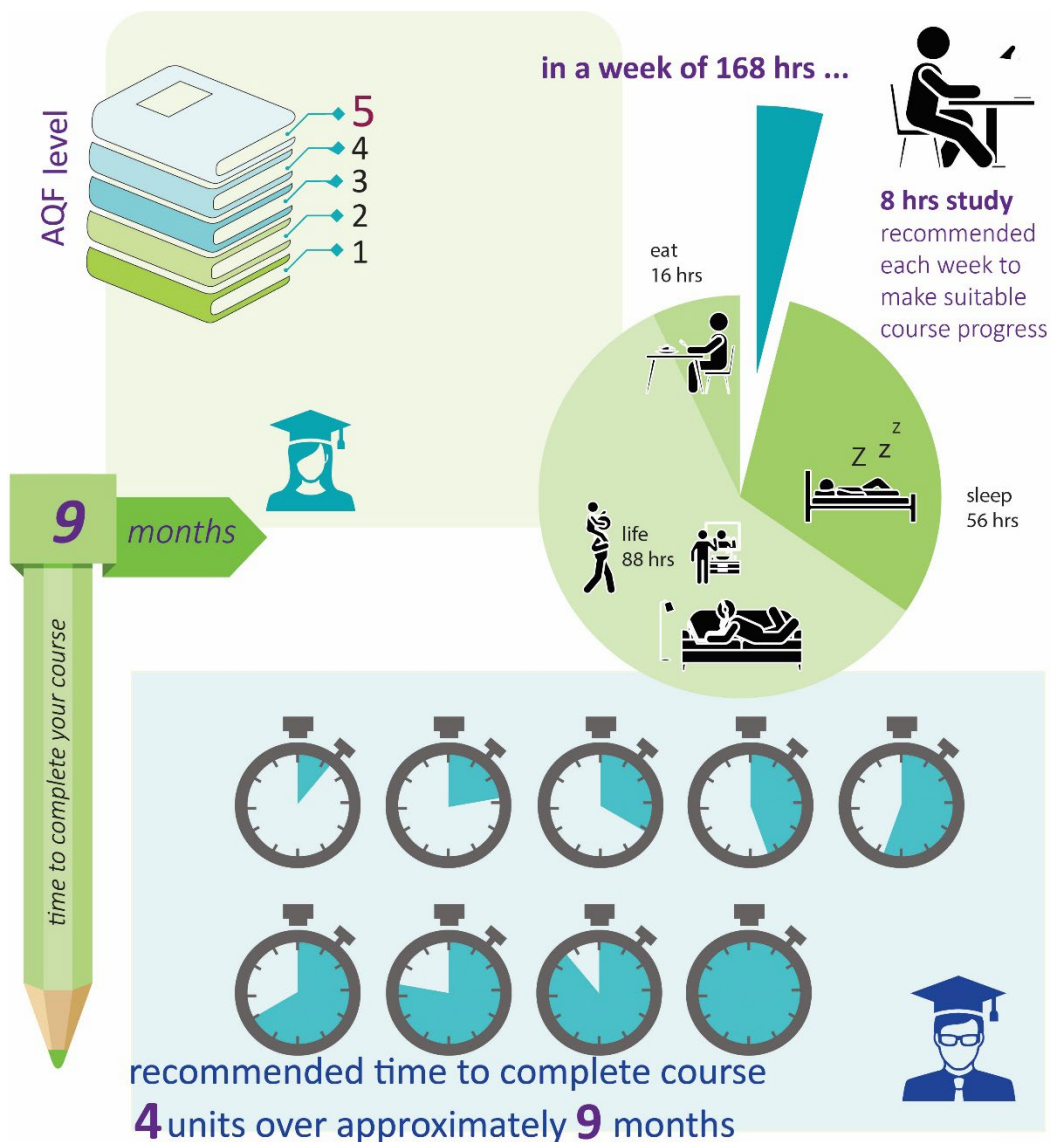
PO Box U199, University of New England NSW 2351

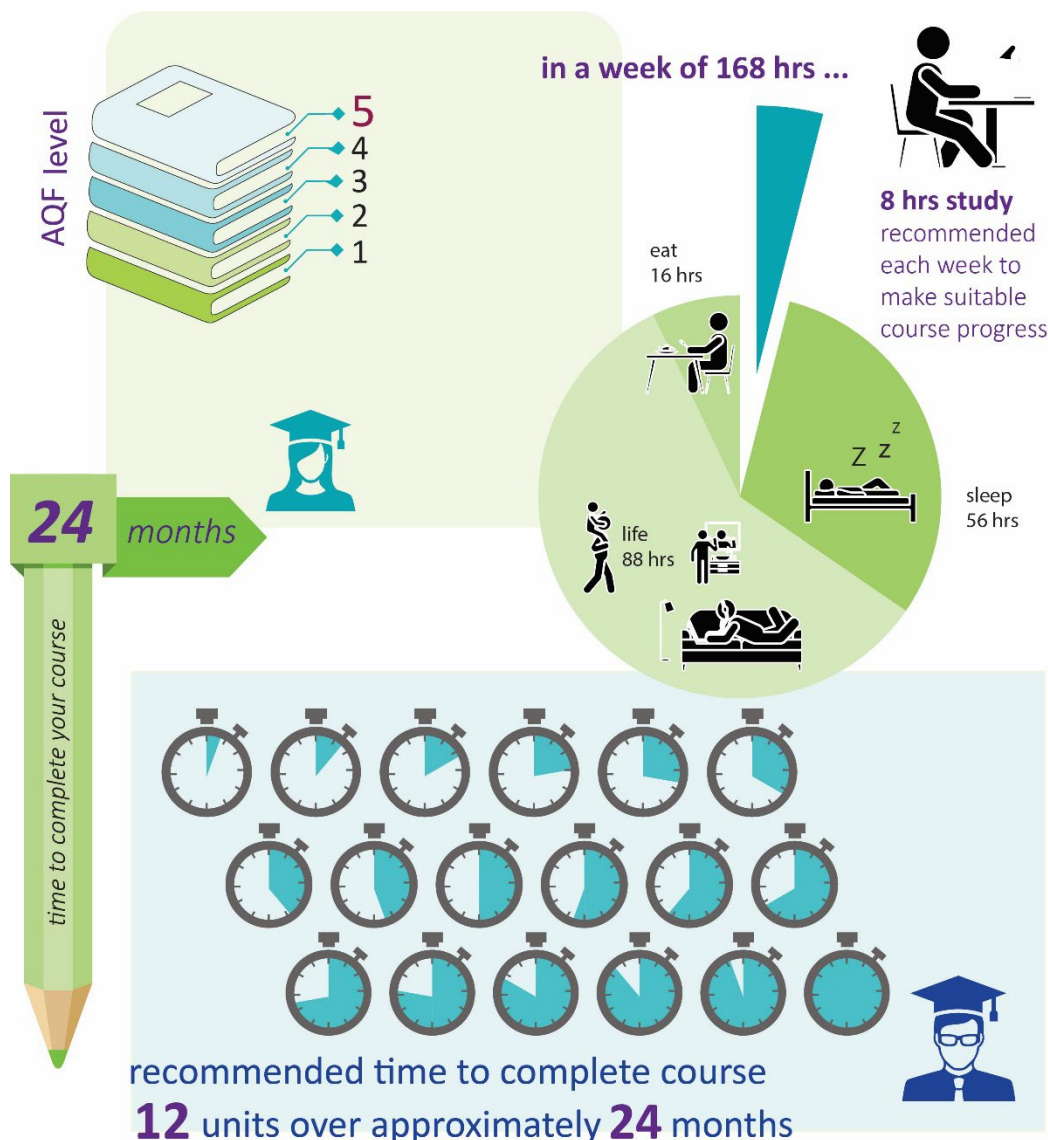
Telephone: (02) 6773 0000

ABN 74 003 099 125

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Overview

Welcome

Welcome to the Sandvik Project Management Skill-Set from the *BSB50820 Diploma of Project Management* for practising project managers. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

This program is founded on national and international best practice in project management, as endorsed by the Australian Institute of Project Management.

The design of this program allows you to study up-to-date theories and practices in the field of project management and, more importantly, at the level of Project Manager where responsibility for project outcomes is found. Our Diploma is aimed at meeting your needs, whether you are an experienced project manager, a novice project manager, or a future project manager.

The industry in which you work nor the size or complexity of the projects in which you expect to be involved do not matter as the skills and knowledge gained through successful completion of this course are applicable across all locations and applications.

Whatever your needs, at the end of this program you will find your day-to-day activities will be simpler and less time-consuming through a better understanding of the application of the principles and processes associated with effective project management.

Throughout this program, our role is to act as your guide. No-one knows better than you how you intend applying any new skills or knowledge within your work environment. Our aim is to highlight the competencies demonstrated by the best project managers and to assist your application of these skills in ways important to your needs.

You may already be applying, many of these competencies. In this case, our aim extends to helping you gain professional recognition for your current knowledge and skills against benchmarks here and overseas.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

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Telephone: 02 6773 0000

Email: project@unep.edu.au

Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer.

Contact details are below.

Meg Michell Director of Education

Telephone: 02 6773 0000

Email: meg.michell@unep.edu.au

BSB50820 Diploma of Project Management

Aim of the program

Most managers today practise project management in one form or another. Project teams are replacing middle managers as organisations 'downsize' or flatten their organisational hierarchy and more and more work is being measured by outcomes that meet quality, time or cost guidelines.

This course aims to provide you with the skills and knowledge to plan and manage projects that achieve objectives important to you and your organisation – regardless of its size or type of activity. At the successful completion of this course you will have:

- a working knowledge of project management, including an understanding of project planning and control procedures, resource management, and risk analysis as they apply to projects
- an understanding of the methods, techniques and tools available to help you manage more effectively the projects you are, or will be, involved in.

Learning outcomes

This program commences with a skill set that includes five of the twelve units of competency from the *BSB50820 Diploma of Project Management*. To complete the qualification, a further seven units of competency need to be completed.

On completion of the skill set - Time, Cost, Risk and Communications/Stakeholders, you should be able to:

- Determine and implement the project schedule and assess time management outcomes.
- Identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.
- Identify, analyse, treat and monitor project risks, and assess risk management outcomes.
- Manage stakeholder relationships and link people, ideas and information in all stages of the project life-cycle using formal structures and processes.

On completion of the full qualification program you should be able to:

- Develop effective integrated project management plans to meet the delivery requirements and expectations of project customers and stakeholders.
- Use governance, risk and communications mechanisms linked with the plans for the day-to-day monitoring and effective control of projects to meet objectives, and the ultimate realisation of benefits.
- Provide quality deliverables, with the ability to meet reporting requirements on demand, and ultimately provide customer satisfaction.
- Select appropriate tools and techniques to support monitoring and control mechanisms, and continuous improvement.
- Assign, develop and lead project teams to achieve optimal performance and outstanding,

Structure of the program

There are twelve (12) units of competency in this qualification and all must be successfully completed in order to achieve the *BSB50820 Diploma of Project Management*. The Sandvik Skill Set is made up of five (5) units of competency, listed in the table below.

On successful completion of the Sandvik Skill Set you will be issued with a Statement of Attainment for those units completed.

The skill set program employs a mixed delivery mode, incorporating:

- facilitator-led webinars
- on line course resources
- assessment.

An outline of the structure for delivery and assessment of the whole program is provided below, with details for the Sandvik Skill Set followed by details for the remaining units of competency. Units of competency are achieved as assessment tasks are successfully completed. Details of the units of competency in which you are enrolled are also available online, at Training.gov.au or by clicking the table links provided.

Before you begin, read the **Introductory Reading – Managing Projects**
(located under Accessibility and Print section of Scope course)

The program is offered through online study, and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are also available online, at Training.gov.au or by clicking the table links provided.

Table 1: Overview or course structure

Webinar / topic	Course name	Tasks/Submissions	Unit if competency
Managing projects	Introductory module (reading) - not specifically linked assessment tasks		
Manage project time	Manage project time	Task 1: Knowledge questions	BSBPMG531 - Manage project time
		Task 2: Develop and implement schedule	
		Task 3: Review progress	
Manage project cost	Manage project cost	Task 1: Knowledge questions	BSBPMG533 - Manage project cost
		Task 2: Plan project costs	
		Task 3: Implementation and monitoring	
		Task 4: Project finalisation	
Project communications and stakeholder management	Project communications and stakeholder management	Task 1: Short answer questions	BSBPMG538 - Manage project stakeholder engagement BSBPMG535 - Manage project information and communication
		Task 2: Develop information and stakeholder management processes	
		Task 3: Implement information and	

Webinar / topic	Course name	Tasks/Submissions	Unit if competency
		stakeholder management plans	
		Task 4: Finalise information and stakeholder management processes	
Manage project risk	Manage project risk	Task 1: Short answer questions	BSBPMG536 - Manage project risk
		Task 2: Identify, analyse risks and establish risk controls	
		Task 3: Implement, monitor risk controls and outcomes	

Remaining seven (7) units of competency		
Course name	Assessment tasks	Unit of Competency
Manage project scope	Task 1: Knowledge questions	BSBPMG530 - Manage project scope
	Task 2: Project authorisation and defining scope	
	Task 3: Manage project scope control processes	
Manage project quality	Task 1: Knowledge questions	BSBPMG532 - Manage project quality
	Task 2: Determine quality requirements	
	Task 3: Implement quality processes	
	Task 4: Implement quality improvements	
Manage project human resources	Task 1: Short answer questions	BSBPMG534 - Manage project human resources
	Task 2: Human resource project planning and training	
	Task 3: Lead, monitor and finalise the project	
Manage team effectiveness	Task 1: Knowledge questions	BSBTWK502 - Manage team effectiveness
	Task 2: Team structure and performance planning	
	Task 3: Cohesion and teamwork	
Manage project procurement	Task 1: Knowledge questions	BSBPMG537 - Manage project procurement
	Task 2: Project planning	
	Task 3: Project implementation and monitoring	
	Task 4: Project closure	
Project governance and integration management	Task 1: Short answer questions	BSBPMG539 - Manage project governance BSBPMG540 - Manage project integration
	Task 2: Prepare for project governance and integration	
	Task 3: Implement project governance and integration	
	Task 4: Review project governance and integration	

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *BSB50820 Diploma of Project Management*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for grading is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview.

Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *BSB50820 Diploma of Project Management* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 5 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Furthermore, depending on circumstances related to the type and degree of credit sought, successful achievement of the *BSB50820 Diploma of Project Management* receives advanced standing into awards at the University of New England (UNE), subject to eligibility. Graduates with 6 years' work experience can apply for entry into the UNE Graduate Certificate of Management and claim 6 credit points (1 unit) of Advanced Standing upon enrolment.

Certified Project Management Professionals (PMP[®]) with The Project Management Institute (PMI[®]) may be eligible to apply for Professional Development Units on completion of the Diploma of Project Management.

The Australian Institute of Project Management (AIPM) has recognised this program as meeting its guidelines for professionalism in training and education. The AIPM recognises successful achievement of UNE Partnerships' *BSB50820 Diploma of Project Management* as meeting the candidate assessment requirements for a Certified Practising Project Practitioner (CPPP). CPPP certification provides professional peer group recognition of people competent and skilled in international best practice project management.

Study workload

The nominal duration of your enrolment in the *BSB50820 Diploma of Project Management* is 18 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have as well as your current practices. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 7-8 hours a week of self-directed workplace and individual study over 18 months, as outlined in your study plan. Inexperienced students will likely require more time.

Study period

You will have:

- up to nine (9) months from enrolment to complete the Sandvik Skill Set
- up to fourteen (14) months from enrolment to complete the additional seven (7) Units of Competency to achieve BSB50820 Diploma of Project Management.

Students who have attended webinars are better equipped to understand the topic concepts and how these are examined in the assignments and should be able to complete in much shorter timeframes. Please refer to your Study Plan.

If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress and options. An extension to the study period may be available if you have shown progress, UNE partnerships will seek advice from Sandvik and additional fees may apply.

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.