Diploma of Project Management
BSB51415

Program Overview

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Overview

Welcome

Welcome to the Sandvik Project Management skill set from the *Diploma of Project Management BSB51415* - a nationally recognised and accredited qualification 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 the most 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.

It does not matter which industry you work in nor the size or complexity of the projects in which you expect to be involved, because the skills and knowledge gained through successful completion of this course are just as applicable wherever you are or however you intend to apply them.

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

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

You may already know, and be applying, many of these competencies. In this case our aim is also to help you gain professional recognition for what you already know and are doing. This way your current skills and knowledge can be recognised and aligned with those identified as being amongst the best 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:

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. You can message them on the online site.

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

02 6773 0000

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Diploma of Project Management BSB51415

Aim of the program

Today most managers practise project management in one form or another. Project teams are replacing middle managers as organisations 'down-size' 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, and
- 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 *Diploma of Project Management BSB51415*. 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, sustainable results.

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 *Diploma of Project Management BSB51415*.

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 program employs a mixed delivery mode, incorporating:

- Facilitator-led workshops, which are part of the Frontline Management Development Program,
- A combination of print and electronic course material, and
- Work-place relevant 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

Topic	Course	Assessment Tasks	Unit/s of competency
Sandvik Skill Set			
Managing projects	Introductory module (reading) - no specifically linked assessment tasks		All
Project time and cost management	Time management	Task 1: Determine project schedule Task 2: Implement project schedule Task 3: Assess time management outcomes	BSBPMG512: Manage project time
	Cost management	Task 1: Determine project costs Task 2: Monitor and control project costs Task 3: Complete cost-management process	BSBPMG514 Manage project cost

Topic	Course	Assessment Tasks	Unit/s of competency
Project risk management	Risk management	Task 1: Plan risk management Task 2: Monitor and control project risk Task 3: Assess risk management outcomes Task 4: Interview	BSBPMG517: Manage project risk
Project communication and stakeholders	Communications and Stakeholder management	Task 1: Identify stakeholder interests and plan communication processes Task 2: Implement and manage information, communications and stakeholder engagement Task 3: Assess information and communication outcomes	BSBPMG516: Manage project information and communication BSBPMG519 Manage project stakeholder engagement
Remaining seven Units of Competency			
Project scope management	Scope management *plus* Scope statement	Task 1: Conduct project authorisation activities Task 2: Define project scope Task 3: Manage project scope-control process Task 4: Interview	BSBPMG511: Manage project scope

Topic	Course	Assessment Tasks	Unit/s of competency
Project quality management	Quality management	Task 1: Determine quality requirements Task 2: Implement quality processes Task 3: Implement quality improvements	BSBPMG513: Manage project quality
People and leadership	People and Leadership	Task 1: Plan human resources relevant to projects Task 2: Establish team cohesion, development and performance plan Task 3: Lead the team and liaise with stakeholders Task 4: Finalise human resource activities related to projects Task 5: Interview	BSBPMG515: Manage project human resources BSBWOR502 Lead and manage team effectiveness
Project procurement and contracts	Project procurement and contracts	Task 1: Determine procurement requirements Task 2: Establish agreed procurement processes Task 3: Conduct procurement activities Task 4: Implement and monitor procurement Task 5: Manage procurement finalisation procedures	BSBPMG518 Manage project procurement
Project governance and	Project governance and		BSBPMG520 Manage project governance

Topic	Course	Assessment Tasks	Unit/s of competency
integration management	integration management	Task 1: Underpinning knowledge Task 2: Apply governance and control to projects Task 3: Monitor, review and finalise project governance processes Task 4: Interview	BSBPMG521 Manage project integration

Information on how to submit your work for assessment 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 *Diploma of Project Management BSB51415* 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 Diploma of Project Management BSB51415 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' Diploma of Project Management as meeting the student assessment requirements for a Certified Practicing Project Practitioner (CPPP). Should you wish to seek Certified Practicing Project Manager (CPPM) status, a gap assessment by an endorsed AIPM assessor (many of the UNE Partnerships assessors are AIPM assessors) will be required to cover the minor differences between the two sets of competencies. CPPM certification provides

professional peer group recognition of people competent and skilled in world best practice project management.

Study workload

The nominal duration of your enrolment in the Diploma of Project Management BSB51415 is between twelve and eighteen months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 5-7 hours a week of self-directed workplace and individual study over your Study period, 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 eleven (11) months from enrolment to complete the additional seven (7) Units of Competency to achieve Diploma of Project Management BSB51415.

Students who have attended workshops 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. An extension to the study period may be available, UNE Partnerships will seek advice on the application 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.