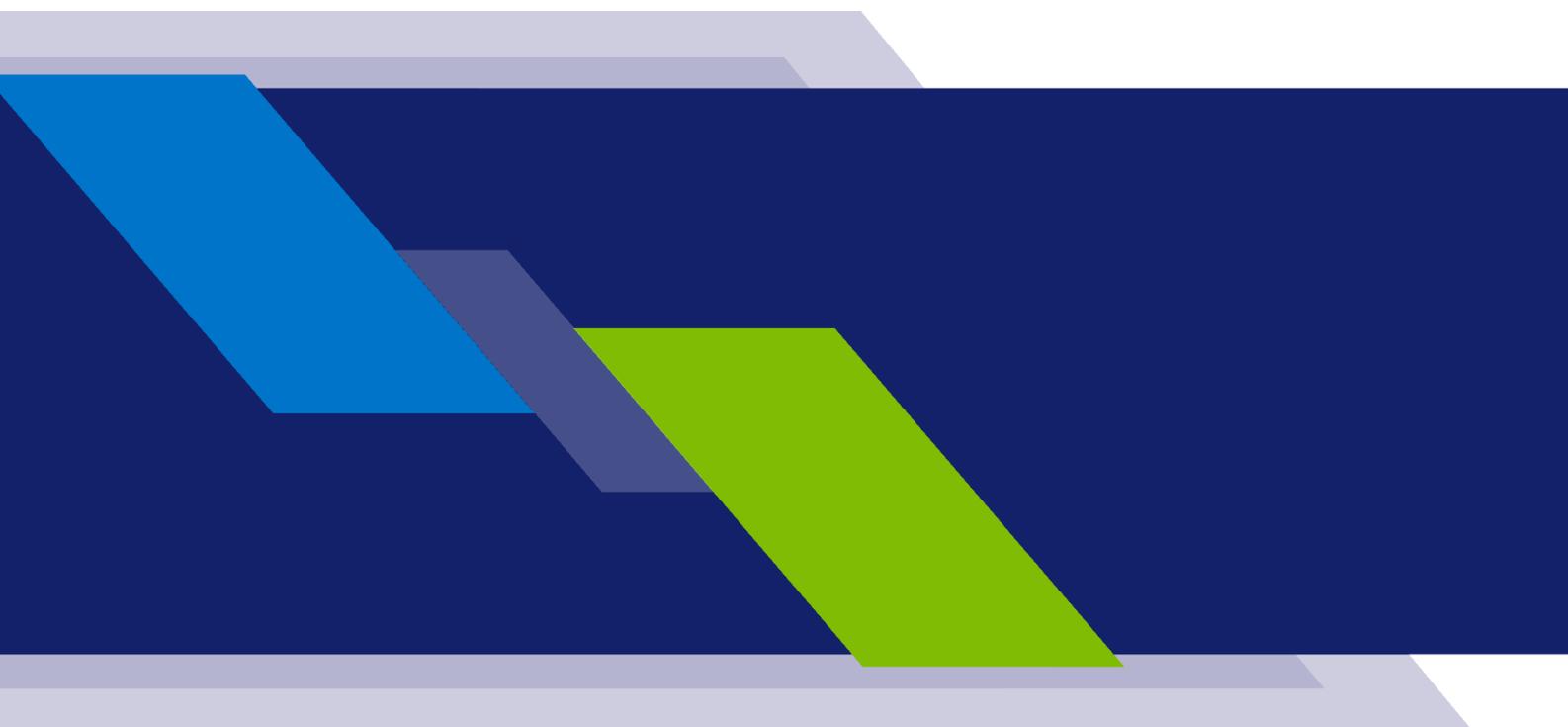


Diploma of Project Management BSB51415



Program Overview

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Overview

Welcome

Welcome to the *Diploma of Project Management BSB51415* 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 for John Holland.

This program is founded on national and international best practice in project management, as endorsed by the Australian Institute of Project Management, and 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 the industry in which you work nor the size or complexity of the projects you expect to manage, 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 course 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 course, 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
meg.michell@unep.edu.au

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

On completion of the 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*. There are nine modules/topics and nine assignments

The program employs a mixed delivery mode, incorporating facilitator-led workshops/webinars, student presentations, John Holland SME presentations as well as a combination of print and electronic course material.

An outline of the structure for delivery and assessment is provided on the next page. Descriptions of the units of competency in which you are enrolled are available by clicking the links.

Webinar	Webinar content	Course and Resources	Unit/s of competency
1 Introductions & Overview	Overview of program , Introductions, Course structure, Timetable, Guest Speakers/SMEs, Case study presentation, Webinar protocols, Assessment requirements and Administration.		
2 Fundamentals and scope	Definitions (project, process, program and portfolio), project context, governance and sponsorship, process groups, lifecycle, knowledge areas, maturity levels, methodologies, key roles and challenges. Project inception, requirements, scope statements, scope management, and change management.	Course & Assessment: <ul style="list-style-type: none"> • Scope Management Learning resources: <ul style="list-style-type: none"> • Manage projects • Project scope management 	BSBPMG511: Manage project scope
3 Time	Integrated planning of time, cost and resources; the WBS; effort and duration; precedence; network diagrams; critical path; bar and Gantt charts; levels of planning and control; time management; statistical approaches; and resource levelling.	Course & Assessment: <ul style="list-style-type: none"> • Time management Learning resources: <ul style="list-style-type: none"> • Project time and costs management 	BSBPMG512: Manage project time
4 Cost	Estimating techniques; development of budgets; contingency, management reserve and statistical approaches; and cost management including Earned Value techniques.	Course & Assessment: <ul style="list-style-type: none"> • Cost management Learning resources: <ul style="list-style-type: none"> • Project time and costs management 	BSBPMG514 manage project cost
5 Quality	Quality control; assurance; management; inspection vs surveillance; the essence of quality; and 3 Ps.	Course & Assessment: <ul style="list-style-type: none"> • Quality management Learning resources: <ul style="list-style-type: none"> • Project quality management 	BSBPMG513: Manage project quality
6 People and leadership	People issues; roles and responsibilities; project structures; situational leadership; strategic HRM; leadership competencies; emotional intelligence; traits of effective leaders; team theory; and team management.	Course & Assessment: <ul style="list-style-type: none"> • People and leadership Learning resources: <ul style="list-style-type: none"> • People and leadership 	BSBPMG515: Manage project human resources BSBWOR502 Lead and manage team effectiveness

Webinar	Webinar content	Course and Resources	Unit/s of competency
7 Communications and stakeholder engagement	Communications model; communications network diagram; meetings and reporting; information management; issues management; value management; negotiation; stakeholder analysis techniques; stakeholder management and engagement.	Course & Assessment: <ul style="list-style-type: none"> Communications and stakeholder engagement Learning resources: <ul style="list-style-type: none"> Project communications and stakeholders 	BSBPMG516: Manage project information and communication BSBPMG519 Manage project stakeholder engagement
8 Risk	Uncertainty; cause and effect; risk management framework; risk management process; criteria and categories; controls; positive and negative risks; treatment options; monitoring and review; communication and consult; use of registers; and risk profiles	Course & Assessment: <ul style="list-style-type: none"> Risk management Learning resources: <ul style="list-style-type: none"> Project risk management 	BSBPMG517: Manage project risk
9 Procurement and contracts	Procurement steps; procurement methods (including managing contractor, early contractor involvement, EPCM, BOOT and PPP); contracts; and contract management.	Course & Assessment: <ul style="list-style-type: none"> Procurement management Learning resources: <ul style="list-style-type: none"> Project procurement and contracts 	BSBPMG518 Manage project procurement
10 Governance, integration and finalisation	Corporate and project governance; sponsorship; use of steering groups and PMOs; integrated planning, monitoring, controlling, and closing; challenges in finalisation; ethics and sustainability.	Course & Assessment: <ul style="list-style-type: none"> Governance & Integration Management Learning resources: <ul style="list-style-type: none"> Project governance and integration management 	BSBPMG520 Manage project governance BSBPMG521 Manage project integration

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *Diploma of Project Management BSB51415*. 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 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.

Webinar participation

Pre-webinar

You will be given access to the PowerPoint slides before the session and will need to review the slides before the webinar. You should also familiarise yourself with the learning resources provided, and with the assessment requirements for the course associated with the upcoming webinar.

Format of webinars

The webinar sessions are interactive, and students are expected to answer and be asked questions. The session will generally follow the following format:

- Introduction: Introduction to topic, underpinning knowledge and application of skills
- Guest Speaker: Internal SME presentation on application of topic in John Holland.
- Student Case Study: Presentations by two students
- Assessment: Discussion of requirements in detail and guidance on completion of assessment questions
- General questions and feedback.

Assessments

Assessments are due 1 week after subsequent webinar session as per Study Plan.

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 Practising Project Practitioner (CPPP). Should you wish to seek Certified Practising 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 12 -18 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 a week a week of self-directed workplace and individual study over the study period, as outlined in your study plan. Inexperienced students will likely require more time.

The John Holland Diploma program has been designed to facilitate learning and progress so that students are better equipped to understand topic concepts, how the required skills and knowledge are demonstrated in assessment tasks and are applied within the context of John Holland.

Study period

The study period to complete the Diploma of Project Management BSB51415 has been agreed with John Holland and dates are readily available on your dashboard

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 John Holland and additional fees may apply.

Please note: Where your enrolment has been fully or partially funded by Government, eg under a traineeship, the terms and conditions set by the funding body will apply, and may prevent an extension to your study period.

Third party arrangements

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