

# Diploma of Project Management

BSB51415

Skill Set: Project fundamentals

## Course Overview



 **the**partnerships

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# Overview

## Welcome

Welcome to *Project fundamentals*, a skill set from the *Diploma of Project Management*. 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.

We are very pleased that you have selected UNE Partnerships as your training provider and are committed to working with you to achieve your study goals. This skill set presents the skills and knowledge to lead change within your organisation.

## 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](mailto: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 course 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](mailto:meg.michell@unep.edu.au)

# Project fundamentals

## Aim of the course

This skill set aims to develop your project management skills so that you can effectively plan for and deliver business change and improvement projects.

## Learning outcomes

On completion of the course you should be able to:

- Determine and manage project scope to obtain project authorization
- Develop a scope management plan and manage the application of project scope controls.
- Manage time during projects to identify 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.

## Structure of the course

The *Diploma of Project Management* requires students to complete a total of twelve (12) units of competency. The skill set in which you have enrolled includes three (3) of the required units.

The course employs an online delivery mode, with access to all learning and assessment materials provided electronically. Units of competency are achieved as assessment tasks are successfully completed. An outline of the structure for delivery and assessment is provided below.

Full details of the assessment tasks for each unit will be available in the 'Assessment' section of that Module online. Details of the units of competency in which you are enrolled are also available online, or by clicking the links below if accessing an electronic version of this course overview.

Module/ Unit of competency	Assessment tasks
<a href="#">BSBPMG511 Manage project scope</a>	Task 1: Conduct project authorisation activities Task 2: Define project scope Task 3: Manage project scope-control process Task 4: Interview
<a href="#">BSBPMG512 Manage project time</a>	Task 1: Determine project schedule Task 2: Implement project schedule Task 3: Assess time management outcomes
<a href="#">BSBPMG514 Manage project cost</a>	Task 1: Determine project costs Task 2: Monitor and control project costs Task 3: Complete cost-management process

Information on how to submit your work for assessment is provided in the Assessment section of each Module online. Details on finding Assessment Due Dates, and assessment submission 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 Course Overview. Should you be unsure of what is required of you, contact your assessor.

## Accreditation and recognition

The competencies gained through successful completion of this course are cross-industry and nationally recognised. You will receive a Statement of Attainment for all units of competency successfully completed at the end of the study period. You can claim credit for these units upon enrolment in the *Diploma of Project Management* and other AQF qualifications in accordance with relevant qualification packaging rules and recognition requirements.

Furthermore, depending on circumstances related to the type and degree of credit sought, the *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.

## Study period and workload

The nominal duration of your enrolment in the *Project fundamentals* skillset is 4 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 course requirements in about 6 to 8 hours a week of self-directed workplace and individual study over the study period.

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, however 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.