WHY PROJECT MANAGEMENT SKILLS ARE CRITICAL

Innovation continues to drive competitiveness, and as more organisations reshape how they work, the demand for skilled, qualified Project Managers continues to rise.

The Project Management Institute has predicted the demand for Project Managers will outstrip supply over the next 10 years, and the sector will grow by over 33% in the same timeframe.

Well-rounded Project Managers who are agile, collaborative, digitally literate and strategic thinkers are most in-demand, and Swinburne Professional has designed this qualification to meet the brief.

This qualification develops the skills to:
- Manage multiple aspects of projects, in their entirety, across a variety of contexts.
- Manage projects and project teams.
- Manage project time-lines, quality and budget.

STAND OUT

Great project managers are highly skilled planners who can find the balance between collaboration, communication, strategy and people management with the ability to plan strategically. This qualification:
- Focuses on real world, relevant global contexts.
- Is a practical program with projects and assignments you can integrate into your existing role or organisation.
- Gives you skills and tools you can use immediately.
- Encourages you to think differently.
- Fully aligns to future project management methods and trends.

WHO SHOULD ATTEND

This qualification is suitable for:
- Emerging and current project managers.
- Those aspiring to be a project manager.
- Recently promoted project managers.

CONTENT SATISFACTION RATE

96% of participants were satisfied with Swinburne Professional’s course content.*

COURSE INCLUSIONS
- Access to industry experts who facilitate the workshops.
- Program materials and manuals are used in the workshops. These double as a take-home resource.
- Templates, tools, and many other resources are provided.
- Assessment and study support.

SWINBURNE PROFESSIONAL
Swinburne Professional’s accelerated qualifications are designed for working professionals to maximise the learning outcomes and minimise time spent out of the office or away from home.

BENEFITS FOR INDIVIDUALS
- You can enroll at any time, choose your workshop days, and by accelerating your qualification, learn in focused workshops that get you qualified faster.
- AIPM Recognition for the Certified Practising Project Practitioner (CPPP) level of certification.
- Our Customer Development Advisors and facilitators are on hand to provide advice and answer your questions.
- Participants learn alongside professional peers and enjoy a unique shared experience that fosters new ideas, reflection, diversity and innovation.
- Our expert facilitators deliver our qualifications to ensure our participants enjoy the best learning experience possible.
- Facilitators each have extensive experience across a range of leadership roles and can impart real life case studies and relevant industry know-how.
- Our facilitators are dynamic and engaging professionals with a true passion for teaching, handpicked by us.

BENEFITS FOR ORGANISATIONS
- A strong Project Management team within your organisation ensures projects of all sizes are delivered on time, on scope and on budget by qualified team members.
- We partner with clients to qualify their project managers and maximise the success of their upcoming projects.
- Our Consultants work hand-in-hand with clients to roll out the Diploma in Project Management to suit you and your team, including customisation to fold in your own projects.
- In addition, clients are allocated a Swinburne Professional Project Manager of their own, ensuring participants are supported, outcomes are reported, and training is delivered.

AIPM ENDORSEMENT
This course is endorsed by the Australian Institute of Project Management (AIPM). The AIPM is the premier body for project management in Australia with over 10,000 members. The qualification demonstrates through its material that the outcomes of the course are aligned to the Project Management Body of Knowledge (PMBOK® Guide) and the Business Services Training Package competency standards. Completion of this course will allow you to apply for automatic recognition from the Australian Institute of Project Management (AIPM) for the Certified Practising Project Practitioner (CPPP) level of certification. Completion of this course will grant you 40 C.P.D points towards your AIPM certification.

FACILITATOR SATISFACTION RATE
95% of participants were satisfied with their Swinburne Professional facilitator.*
## SCHEDULE DETAILS
Workshops start at 9:00am and finish at 5:00pm each day. For full unit descriptions, visit [https://training.gov.au](https://training.gov.au) and type the unit code into the search function.

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<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT TITLE</th>
<th>CLUSTER NAME</th>
<th>ORDER</th>
<th>DURATION</th>
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<tr>
<td>BSB51415</td>
<td>DIPLOMA OF PROJECT MANAGEMENT</td>
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<tr>
<td>BSBLDR513</td>
<td>Communicate With influence</td>
<td>Communicate With Influence</td>
<td>1</td>
<td>1 Day</td>
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<tr>
<td>BSADM502</td>
<td>Manage Meetings</td>
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<tr>
<td>BSBNM501</td>
<td>Manage Project Scope</td>
<td>Establishing Project Baselines</td>
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<td>2 Days</td>
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<td>BSBNM512</td>
<td>Manage Project Time</td>
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<td>BSBNM514</td>
<td>Manage Project Cost</td>
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<tr>
<td>BSBNM515</td>
<td>Manage Project Human Resources</td>
<td>Effective Project Leadership</td>
<td>3</td>
<td>2 Days</td>
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<tr>
<td>BSBNM519</td>
<td>Manage Project Stakeholder Engagement</td>
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<td>BSBNM521</td>
<td>Manage Project Information And Communication</td>
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<td>BSBNM521</td>
<td>Manage Project Quality</td>
<td>Manage Project Compliance</td>
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<td>BSBNM517</td>
<td>Manage Project Risk</td>
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<tr>
<td>BSBNM518</td>
<td>Manage Project Procurement</td>
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<tr>
<td>BSBNM521</td>
<td>Manage Project Integration</td>
<td>Manage Project Integration</td>
<td>5</td>
<td>1 Day</td>
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The Diploma of Project Management is delivered in unit clusters. Each vertical block of clusters and units shows the order of workshops and number of workshop days.
**COMMUNICATE WITH INFLUENCE**

**DURATION**
1 day

**LOCATION**
Online, delivered live

**UNITS**
BSBLDR513 Communicate with influence
BSBADM502 Manage meetings

Truly effective communication is a 360-degree process. These units teach participants how to communicate with influence across a range of styles, formats and outputs.

We explore how to professionally conduct meetings, communicate and engage with a wide range of stakeholders, to negotiate and to make formal presentations that get your message across.

The objective is to complete these units and ensure you’re in a position to be a factual, inspirational and collaborative project communicator.

**LEARNING OBJECTIVES**

Participants will be able to:
- Identify information and context to effectively communicate project outcomes.
- Communicate clearly in a range of styles and formats.
- Present and negotiate persuasively in a range of stakeholder, meeting, conference, and presentation settings, and keep negotiations on track.
- Prepare, conduct and follow up meetings to ensure a focused, time-efficient approach to achieve your outcomes.

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**ESTABLISHING PROJECT BASELINES**

**DURATION**
2 days

**LOCATION**
Online, delivered live

**UNITS**
BSBPMGS11 Manage project scope
BSBPMGS12 Manage project time
BSBPMGS14 Manage project cost

Project baselines are the core elements at the heart of every project. They are the backbones of time-lines, scope of works and budget.

These units teach participants how to design, establish, manage and report on these project baselines throughout the life of a project.

We look at everything from expenditure, financial reports, cost-analysis tools, valuations and contracts, project scheduling tools and methods, progress planning, performance management, goals, objectives and outcomes.

**LEARNING OBJECTIVES**

Participants will be able to:
- Manage a range of project scope activities, including project authorisation activities, overall scope, and a range of processes and plans.
- Manage project time-lines, from creating and implementing schedules, to assessing time management during the project.
- Manage project budgets, resources and costs, from setting up the budget to managing costs throughout the life of the project.
## CLUSTER OVERVIEWS

### EFFECTIVE PROJECT LEADERSHIP

| DURATION | 2 days |
| LOCATION | Online, delivered live |
| UNITS | BSBPMG515 Manage project human resources  
BSBPMG519 Manage project stakeholder engagement  
BSBPMG516 Manage project information and communication |

This workshop teaches you how to establish your leadership and manage the human element of your projects.

Encompassing your team, your team's training, team leadership, and external stakeholders, these units are designed to show you how to create networks and manage your human capital.

You will be able to set up communications, briefs, work-in-progress processes and meetings to support your team and consolidate your project leadership.

### LEARNING OBJECTIVES

Participants will be able to:

- Plan required human resources relevant to the project and requirements.
- Identify and implement training for project personnel.
- Lead the project team, including managing communication and conflict management.
- Manage effective stakeholder engagement and communication.
- Plan and deliver project information and communication processes.

### MANAGED PROJECT COMPLIANCE

| DURATION | 2 days |
| LOCATION | Online, delivered live |
| UNITS | BSBPMG513 Manage project quality  
BSBPMG517 Manage project risk  
BSBPMG518 Manage project procurement |

Project Management is a much broader vocation than being well-organised and adhering to a project plan. Advanced Project Management is a workshop that develops highly desirable strategic skills in managing project quality, risk and purchasing.

These are all critical factors to the success of any project and we provide you with the skills and tools to manage all three.

### LEARNING OBJECTIVES

Participants will be able to:

- Develop quality management plans, including measurable quality metrics.
- Implement quality processes and continually improve them over the life of the project.
- Engage with stakeholders to determine risk objectives and standards.
- Understand risk analysis processes to analyse and qualify risks, threats and opportunities.
- Create the risk register and risk management plan, and monitor and control project risks.
- Identify procurement requirements and establish procurements management plans and processes.
- Conduct procurement activities, including ongoing budget management and reconciliation.
This workshop is the culmination of all of the elements learned to date in this qualification. The ability to manage project integration means you have the skills to lead a project from start to finish, in fine detail, within your specific organisation.

You will gain the tools, templates and skills to prepare documentation and reports, analyse situations and data, resolve conflicts, and be on the front foot of the entirety of your projects.

**LEARNING OBJECTIVES**

Participants will be able to:

- Develop quality management plans, including measurable quality metrics.
- Implement quality processes and continually improve them over the life of the project.
- Engage with stakeholders to determine risk objectives and standards.
- Understand risk analysis processes to analyse and qualify risks, threats and opportunities.
- Create the risk register and risk management plan, and monitor and control project risks.
- Identify procurement requirements and establish procurements management plans and processes.
- Conduct procurement activities, including ongoing budget management and reconciliation.

“...

It was very interactive. The facilitator knew exactly what they were talking about and ensured everyone was up to speed with the content before moving on. I thoroughly enjoyed the course and he went over and above to ensure we got as much out of the workshop as possible.

AMBER, PARTICIPANT

Diploma of Project Management