BSB50820 Diploma of Project Management

Swinburne Edge

BSB50820 Diploma of Project Management

6-8 months Live Online

The Diploma of Project Management is designed to help working professionals improve their ability to define and manage projects while maximising productivity.

The course covers project management theory, helps learners develop a structured project management methodology and identifies useful templates and tools to improve project management capability.

Workshops combine the theory behind the key learning areas of the course. In application sessions, participants receive individual or small group coaching based on their specific needs and requirements.

Post completion, you'll be able to manage multiple aspects of projects in their entiretey across a variety of contexts to best understand how to maximise the productivity of your team.

96% of participants were satisfied with Swinburne Edge's course content.*

* n=568 (2018-2019),course-specificstatistic.

93% of participants were satisfied with their Swinburne Edge facilitator.*

* n = 568 (2018-2019), course-specific statistic.

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 time-frame.

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
- engage stakeholders
- apply risk management techniques
- manage the human resources aspect of projects
- lead project procurement
- adhere to project governance in the workplace
- communicate project processes and outcomes efficiently and with influence.

Course inclusions

- access to industry experts who facilitate the workshops
- program materials and manuals used in the workshops, which double as a take-home resource
- templates, tools, and many other resources are provided
- assessment and study support.

Who should attend?

This qualification is suitable for:

- emerging and current project managers
- those aspiring to be a project manager
- recently promoted project managers.

Entry requirements

Applicants should have at least 3 years full time work experience and should be working in a project team or managing projects in their workplace.

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:

- includes relevant, real-world content with global context
- has a practical focus with projects 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.

Fees

The total fee for the BSB50820 Diploma of Project Management is $7,819. Fees are reviewed each year and are subject to change. Skills first funding available.

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The Swinburne Edge difference

Swinburne Edge'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.

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.

Australian Institute of Project Management
ENDORSED COURSE

"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

Benefits for individuals

- You can enrol at any time, choose your workshop days, and get qualified faster with an accelerated course structure
- AIPM Recognition for the Certified Practising Project Practitioner (CPPP) level of certification
- Our Continuing Professional Education Advisors 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 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 Edge Project Manager of their own, ensuring participants are supported, outcomes are reported, and training is delivered.

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The **Diploma of Project Management** is delivered in unit clusters. Each vertical block of clusters and units shows the number of workshop days.

UNIT CODE	UNIT TITLE	CLUSTER NAME	DURATION
BSBCMM511	Communicate with influence	Communication in the Workplace	1 day
BSBTWK503	Manage meetings		
BSBPMG530	Manage project scope	Project Baselines	2 days
BSBPMG531	Manage project time		
BSBPMG533	Manage project cost		
BSBPMG534	Manage project human resources	Project Ledership	2 days
BSBPMG538	Manage project stakeholder engagement		
BSBPMG535	Manage project information and communication		
BSBPMG532	Manage project quality	Project Compliance	2 days
BSBPMG536	Manage project risk		
BSBPMG537	Manage project procurement		
BSBPMG540	Manage project integration	Project Integration	1 day

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Schedule details: Workshop times may vary but are usually 9:00am to 5:00pm; details will be confirmed upon enrolment.

For full unit descriptions, visit https://training.gov.au and type the unit code into the search function.

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Cluster overview

Communication in the Workplace

Duration: 1 day

Location: Online, delivered live

Units:
BSBCMM511 Communicate with influence
BSBTWK503 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, timeefficient approach to achieve your outcomes.

Project Baselines

Duration: 2 days

Location: Online, delivered live

Units:
BSBPMG530 Manage project scope
BSBPMG531 Manage project time
BSBPMG533 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, costanalysis 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.

Project Leadership

Duration: 2 days

Location: Online, delivered live

Units:
BSBPMG534 Manage project human resources
BSBPMG538 Manage project stakeholder engagement
BSBPMG535 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-inprogress 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.

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Cluster overview

Project Compliance

Duration: 2 days

Location: Online, delivered live

Units:
BSBPMG532 Manage project quality BSBPMG536 Manage project risk BSBPMG537 Manage project procurement

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

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.

Project Integration

Duration: 1 day

Location: Online, delivered live

Units:
BSBPMG540 Manage project integration

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:

- identify project stages and key requirements for stage completion against client requirements and project objectives
- maintain relevant project logs and registers for project audit
- engage with stakeholders to determine risk objectives and standards
- identify the relationship between projects and broader organisational strategies and goals
- analyse project management functions to identify interdependencies and impacts of constraints

Contact us

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The information contained in this calendar was correct at the time of publication, April 2026.
The university reserves the right to alter or amend the material contained in this guide.
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