

## Introduction to project management

In today's organisations almost everyone is responsible for achieving project outcomes. Learn comprehensive and practical project management tools and techniques to ensure a successful project outcome each time.

### Who should attend

Increasingly, managers and staff are involved in managing projects even though they may not be called project managers. This course is for anyone who needs to manage projects — large or small — and team members who need to ensure that the goals of the project are achieved.

This short course suits those who are new to project management as well as those who have managed projects in the past and wish to ensure their approach and methodology is sound.

### What the program offers

This program will enable participants to:

- understand the role of a project manager
- establish and work through the phases of a project
- develop an effective project scope
- use project management and planning tools including Gantt charts and critical path analysis to plan and prioritise work
- identify the risks in a project and develop strategies to minimise them
- use effective communication strategies with all project stakeholders throughout the project
- close and evaluate a project.

### Program details

#### Duration

One day (9:00am–5:00pm)

Code	Dates for 2009	Location
93PIP	17 Feb	UNSW CBD Campus
94PIP	18 Jun	UNSW CBD Campus
101PIP	21 Aug	Parramatta Centre25
102PIP	10 Nov	UNSW CBD Campus

#### Catering

Morning/afternoon tea and lunch

#### Max. number of participants

20

#### Fee (incl.10% GST)

\$583.00	non IPAA NSW members
\$506.00	IPAA NSW members
\$528.00	group booking

**Enquiries** Phone IPAA NSW on (02) 9228 5225, or see our website at [www.nsw.ipaa.org.au](http://www.nsw.ipaa.org.au)

## Applied project management

### Pre-course requirements

Project management experience as a project officer or project manager.

### Who should attend

This course suits those who have attended Introduction to project management or those with project management experience who wish to further develop their skills and efficiency through more advanced tools and techniques.

### What the program offers

This course covers content in the Project Management Body of Knowledge (PMBOK). It uses the project lifecycle as a framework and focuses on the use of practical project management tools and techniques.

The program covers the nine essential project management functions and emphasises strategic project management, planning, risk management and problem solving to ensure project outcomes are achieved within time and budget requirements.

The program is highly interactive and allows participants to apply the skills to current projects.

At the conclusion of this course participants will:

- identify the skills and attributes of a successful project manager and the roles and responsibilities of the project manager and the team member
- manage the overall scope of a project in the context of organisational strategy and goals, schedules, budgets, risk and contracts to achieve agreed outcomes for clients/sponsors and stakeholders
- apply scope management through conducting project authorisation and project scope definition activities, and guide the application of scope controls
- assess time management outcomes and determine, implement and control project schedules
- determine, monitor and control project costs
- develop individuals and teams into a cohesive project team
- manage project communications to aid decision making
- identify project risks, apply risk management strategies and actions and monitor and control project risks
- evaluate and close projects.

### Program details

#### Duration

Two days (9:00am–5:00pm)

Code	Dates for 2009	Location
93PAP	19–20 May	Clearly Business
101PAP	17–18 Aug	Parramatta Centre25
102PAP	16–17 Nov	Clearly Business

#### Catering

Morning/afternoon tea and lunch

#### Max. number of participants

20

#### Fee (incl. 10% GST)

\$902.00	non IPAA NSW members
\$803.00	IPAA NSW members
\$836.00	group booking

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