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# Managing Successful Projects

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National Competency Standard (BSB):

BSBADM407 Administer projects

BSBPMG522 Undertake project work

BSBRSK401 Identify risk and apply risk management processes

## Course Objectives

This course introduces the project management skills and tools required to define, plan and implement projects, meet deadlines and keep budgets under control. The skills are presented in the context of a real project and participants apply the skills to a project of their choosing. Two project management methodologies are introduced: the Tasmanian State Government project management guidelines as defined at [http://www.egovernment.tas.gov.au/project\\_management](http://www.egovernment.tas.gov.au/project_management), and the Project Management Institute's methodology, as defined in the Project Management Body of Knowledge (PMBOK).

The course recognises that successful project management requires more than just technical ability. We therefore present a mixture of both technical and personal skills, including problem solving, communications and working in teams.

The course is presented with a high level of practical work.

## Duration

2 Days.

## Course Outcomes

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| <ol style="list-style-type: none"><li>1. Understand the project management role and responsibilities.</li><li>2. Define project scope.</li><li>3. Plan project quality.</li><li>4. Plan project time.</li><li>5. Plan project resources.</li><li>6. Plan project procurement.</li><li>7. Plan project costs.</li><li>8. Prepare a scope change plan.</li></ol> | <ol style="list-style-type: none"><li>9. Plan project governance.</li><li>10. Plan project communications.</li><li>11. Plan project risk.</li><li>12. Prepare an outcomes realisation plan.</li><li>13. Optimise the project plan.</li><li>14. Track project progress and respond to problems.</li><li>15. Evaluate project success.</li></ol> |
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## Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit(s) of competency outlined above (additional fee applies – please enquire when you book). Exercises completed during the course will be used as evidence towards unit competency. Participants who choose not to be assessed will receive a Certificate of Attendance.

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## Course Content

### About this course

#### Introduction

- What is a project?
- Stages of a project
- Project development strategy
- Sequential
- Incremental
- Evolutionary
- Project duration
- Key elements in the project life
- Key elements v project stages
- Project size
- Key elements v project size
- Project documentation
- Why projects fail

#### Initiate stage

- Selecting a project
- Comparative benefit model
- Numerical selection models
- Payback period
- Return on investment (ROI)
- Net present value (NPV)

#### Scoping and planning stage

- The Project Plan
- Project objectives
- Project outcomes/benefits
- Project activities
- Project outputs & Project Customers
- Planning project activities and Milestones
- Top down design, Phases and Sub-Phases
- Grouping tasks
- Milestones
- Work Breakdown Structure
- Estimate task durations
- Techniques for estimating
- Task dependencies and constraints
- Task constraints
- The Critical Path
- 'Above the line' and 'below the line' tasks
- Resources
- Obtain approval for resources
- Develop the resource management plan
- Costs estimation
- Assumptions
- Constraints

- Prepare a Scope Change Plan
- Governance
- Stakeholder management
- Communications strategies for stakeholders
- Reporting requirements
- Risk management
- Identifying risks
- Identify high risk tasks
- Identify budget risks
- Identify resource risks
- Formal techniques for recording and managing risks
- Costing risks based on probability and consequences
- Ongoing risk management
- Issues management
- Optimise the project plan
- Optimise the project plan to meet the finish date
- Optimise the project plan for resources
- Optimise the project plan to meet the budget
- Save the baseline plan
- Prepare the project filing system

#### Implementation stage

- Set up methods for communicating project information
- Collecting project data
- Record progress and respond to updates
- Identify schedule problems
- Put tasks, phases, or the project back on schedule
- Identify cost problems
- Changing scope or quality to reduce costs
- Respond to changes in scope

#### Finalisation stage

- Outcomes Realisation Plan
- Transition arrangements
- Communication
- Evaluation
- Review final project information
- Review lessons learned

#### Glossary