

The Proteus Leadership Centres

diploma of
**PROJECT
MANAGEMENT**

BSB51407

*A Personal and Professional
Time Management and Productivity Program*

IN-HOUSE
& ONLINE PROGRAMS
2010



diploma of PROJECT MANAGEMENT

BSB51407

Finding the time to change the way you operate can be a challenge! What if you could discover more effective and productive ways to manage your time? This powerful and practical Diploma program will arm you with the fundamental skills and tools required to manage the life cycle of any project.

Your increased ability to prioritise and plan will have you getting more out of your time with less overall effort and the end results will see you dramatically improve your personal and professional productivity.

This program will have you managing and implementing all stages of projects with confidence, whilst communicating effectively with key stakeholders and achieving winning results every time.

DELIVERY OPTIONS

- 1. ONLINE PROGRAM** - complete the whole program online with a course coach to guide and support you. Either study alone or with an online group.
- 2. IN-HOUSE** - this program can be conducted at your workplace, as a blended program (3 days face-to-face and online). Minimum of 12 participants.
Contact your local Proteus Leadership Centre for an in-house proposal.

WHO SHOULD ATTEND?

The Diploma of Project Management is practical and relevant to all work situations. It will have a direct impact on the performance and productivity of people in Project Management and other middle to senior management roles. It is also suitable for people who just want to manage their time and workload better.

PROTEUS EDUCATION & TRAINING

Proteus Education & Training is a Registered Training Organisation and has been conducting both personal and professional development programs across Australia since 1993.

We are proud of the programs we provide and of the constant feedback we receive advising us of how participants have been able to make significant changes, both personally and professionally. Please view the 'testimonials' section on our website for comments from past participants.

Proteus Education & Training will issue the Diploma of Project Management qualification; ABN: 30 092 276 358. Registered Training Organisation - Provider No: 21518. Qualifications from other RTO's are recognised.

FACILITATORS

All of our facilitators are experienced in all areas of Project Management across a diverse group of industries.

They deliver the program in a professional, relaxed and fun-filled way. Their motivational, non-threatening and supportive approach is one of the main reasons people choose to study through The Proteus Leadership Centres.

Proteus facilitators are also committed to ensuring that participants complete the program not only with a better understanding of how to lead and manage projects, but also with the practical skills to ensure successful implementation.

diploma of PROJECT MANAGEMENT QUALIFICATION - BSB51407

The knowledge, skills and evidence required for the 9 unit Diploma of Project Management have been integrated into powerful online and blended programs.

The 9 units required for this qualification are:

BSBPMG501A - Manage Application of Project Integration Processes

BSBPMG502A - Manage Project Scope

BSBPMG503A - Manage Project Time

BSBPMG504A - Manage Project Costs

BSBPMG505A - Manage Project Quality

BSBPMG506A - Manage Project Human Resources

BSBPMG507A - Manage Project Communications

BSBPMG508A - Manage Project Risk

BSBPMG509A - Manage Project Procurement

ASSESSMENT

Upon registration, information will be sent to you that will outline all assessment requirements and how to study online.

For in-house programs, assessment will take place prior to, during and following the classroom days, through a range of methods including: observation, assignments, workplace projects and classroom activities.

A case study, along with a minor and major workplace project, will be designed and delivered during the program. All projects will be tailored to meet the required outcomes of the participants.

INVESTMENT

\$2950.00 (Delivery options 1 & 2)

Investment includes:

- Comprehensive manual or contemporary online materials
- Access to the Proteus Online Learning Management System
- Nationally recognised Diploma of Project Management qualification

Payment by instalments is available on request (\$100 administration fee will apply to payments by instalment). There is no GST on these services. The above prices are effective as at 1 September 2009. Proteus Education & Training reserves the right to change the advertised price.

RECOGNITION

As well as being a nationally recognised Diploma, this program is also endorsed by the Australian Institute of Project Management (AIPM).

Day One

Understanding and gaining control of project management

Objective

To equip participants with an understanding of the key concepts of project management and to provide a solid overall framework to manage the project life cycle.

- Introduction to Project Management
- The role of the Project Manager
- The 4 stages of a Project Life Cycle
- Scoping out your projects to successful completion
- Getting organised - from brain dump to Gantt Charts
- Incorporating the key stakeholders into your project

Learning Outcomes

Through the project management templates, participants will be able to scope, design and implement their workplace projects with effective evaluation methods with stakeholder support.

Day Two

Managing risk and quality

Objective

To equip participants with an understanding and framework that will enable them to manage risk successfully and ensure quality standards for workplace projects are met.

- Defining and understanding risk
- The 5 step risk management process
- Developing and utilising risk management tools
- Managing and incorporating quality in your projects
- The 3 types of quality - planning, assurance and control

Learning Outcomes

Utilising the templates, participants will be able to incorporate effective risk management strategies into their projects, while ensuring quality standards are delivered.

Day Three

Managing your finance and people

Objective

Participants will understand the importance of financial planning within workplace projects and gain effective strategies for managing the human resource side of Project Management.

- Defining and understanding procurement, finances and costs
- Types of budgets required for effective Project Management
- Managing your human resources
- Creating and maintaining great client relationships
- Dealing with difficult stakeholders and project team members
- Documentation templates required for effective Project Management communication

Learning Outcomes

Participants will be able to effectively manage procurement, finance and costs within their projects, while ensuring that effective communication strategies are utilised to manage the human resource component of projects.

REGISTRATION FORM

diploma of PROJECT MANAGEMENT

BSB51407

OPTIONS

Online: In-House: (please tick)

For an in-house proposal contact your nearest Proteus Leadership Centre (see back for details).

CONTACT DETAILS

Name: _____

Address: _____

Postcode: _____

Organisation: _____

Position: _____

Phone: _____

Fax: _____

Mobile: _____

Email: _____

PAYMENT DETAILS

OPTION 1 - Full Payment \$ _____
\$2950.00

OPTION 2 - Instalments \$ _____
\$1050.00 Deposit (includes \$100 admin fee)
2 x \$1000 Instalments

Recommended Reading Book Pack \$ _____
Discounted Price - **\$99.95** (Inc. GST)

TOTAL \$ _____

*(Please make cheques payable to **Proteus**)*

Payment by Credit Card: Visa Mastercard

Card Number:
□□□□ □□□□ □□□□ □□□□

Name on Card: _____

Signature: _____

Expiry Date: _____ / _____

Registrations should be sent to:

The Proteus Leadership Centre
PO Box 4100, Doncaster Heights VIC 3109

Website: www.proteuscentre.com
ABN: 30 092 276 358

Thank you for your registration



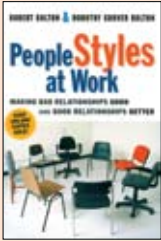
RECOMMENDED BOOKLIST

Eat That Frog - Brian Tracy



There's an old saying that if the first thing you do in the morning is to eat a live frog, you'll have the satisfaction of knowing that it's probably the worst thing you'll do all day. EAT THAT FROG! takes this saying as a metaphor for learning how to focus on the most important things and make sure they get done.

People Styles At Work - Bolton & Bolton



A new way to handle people differences at work, from the authors of Social Style, Management Style.

With so much diversity in the workplace, it's no wonder people problems abound. Yet it is possible to overcome personality conflicts by understanding other people's differences instead of merely reacting to them emotionally.

A sequel to Social Style, Management Style, this book presents a comprehensive behavioural science model for understanding four different 'people styles.'

Readers will learn the characteristic strengths and weaknesses of each style driver, analytical, amiable, and expressive - and how these characteristics can create stress in the other behaviour types.

Finance for Non-Financial Managers - Gene Siciliano



Financial reports speak their own language, and managers without a strong finance background often find themselves bewildered by what is being said.

Finance for Non-Financial Managers helps managers become familiar with essential financial information, showing them how to "speak the language of numbers" and implement financial data in their daily business decisions.

In addition, it clarifies how and why financial decisions impact business and operational objectives.

Just Enough Project Management - Curtis R. Cook



Just Enough Project Management integrates today's most effective project management information and tools into a uniquely straightforward process for managing small to medium sized projects.

The fundamental goal of project management is to produce the desired results, on time and on budget. Let Not Enough Project Management show you how to get back to that goal, and manage projects that successfully transform your objectives into immediate bottomline results, instead of simply creating more projects.

Book Pack Only - \$99.95 (usually valued at over \$114.00)



www.lwalshop.com

PROGRAM TIMETABLE

ONLINE: GROUPS



Program 1: February 15

Program 2: May 24

Program 3: August 23

Program 4: November 15

CANCELLATION POLICY

All cancellations/transfers must be received in writing. Refunds will not be given unless at least 20 working days notice prior to course commencement is provided. A 5% (of total cost) administration fee will be deducted for all cancellations. If you are unable to participate, a substitute participant (transfer) is welcome if written notice is given prior to the training day. A missed day of training can be made up in a later program for a fee of \$100 (subject to availability). Transfers will not be available once access has been given to an online course or the online delivery of training and assessment materials.



Bringing People, Purpose & Passion Together

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