



# Project Management Practice

These **five x two day** courses/modules are a special program delivered by EEA partner The Moreland Group and provide a comprehensive coverage of the complete body of knowledge of Project Management and the issues facing project managers in their day-to-day work.

One or more of the courses/modules may be undertaken (in any order), although it is recommended that the EEA Project Management two day course (also listed as Module 1) is firstly completed (or that participants have a similar level of understanding of scoping and planning projects).

**The completion of all five x two day courses/modules followed by a practical workplace assessment leads to a Diploma of Project Management.**

**Target Audience** ➤ For project managers wanting to develop comprehensive knowledge and skills in project management that can be applied immediately in their day-to-day work.

## ➤ Module 1 Project Management

This **two day** course (for full course outline refer to page 22) takes participants through all aspects of project management and provides in depth examination and practice of a specific scoping and planning toolset. The course aims to provide survival skills in project management and the foundation concepts and processes.

### ➤ Key Topics Include

Fundamental concepts of project management; Project management lifecycle; establishing governance; Initiating projects; Planning projects; Executing and controlling projects; and Closing projects.

## ➤ Module 2 Implementing Projects

This **two day** course provides extended tools and techniques in managing projects, particularly focussing on the implementation of projects. This course focuses in detail on the executing and controlling (or implementing) phase and the closing phase, and the tasks, tools, techniques and skills that need to be undertaken or applied to ensure a project happens as planned, results are achieved and the project is completed to specification, on time and on budget.

### ➤ Key Topics Include

Review of scoping and planning tools and processes; Tracking and controlling projects; The Project Manager's Role during Implementation; Assessing status and implications in implementing projects; Managing meetings; Managing Change and Risks; Managing Relationships; Managing

Relationships — Negotiation; Managing Relationships — Leadership and Teams; and Effectively Managing the Closing Phase.

## ➤ Module 3 Managing People in Projects

This **two day** course brings focus to the aspects of people and team management in a project manager's role. People management is a key to project management success within organisations as most project team members are not dedicated solely to a single project and report to other line or project managers. This course enables participants to consider, practice, and subsequently implement, the key people management skills and processes.

### ➤ Key Topics Include

Individuals, groups and organisations; Recruiting and selecting project team members; Training and Developing individuals; Motivating Individuals; Turning Groups into Teams; Building and Maintaining Project Teams; Leadership; and Power and Politics in Project Management.

## ➤ Module 4 Managing Project Costs, Resources and Procurement

This **two day** course focuses thinking and develops techniques for the management of costs, resources and procurement activities required over the life of a project. Developing budgets and resource plans and managing these over the life of a project is vital to success. This course emphasises the requirement to accurately identify and plan what resources (people, supplies, contractors, and finances) are required and the actions necessary to manage these over the project

lifecycle. It examines aspects of cost management, human resource management, and procurement management and presents tools, techniques and best practice activities and strategies in these areas.

### ➤ Key Topics Include

Project Processes and Functions; Structuring Projects; Cost Planning; Tracking, Monitoring and Control; Time and Cost integration; The Procurement Process; Developing the procurement plan; Sourcing suppliers; Review Contracts; Managing contractors/suppliers; and Identifying/communicating procurement lessons.

## ➤ Module 5 Managing Project Quality, Communication and Risk

This **two day** course has been designed for Project Managers who need to better understand risk management as part of their day to day work. Environmental, organisational and project-specific risks (schedules, budgets etc) are all considered.

### ➤ Key Topics Include

Defining and Managing Quality in Projects; Quality Planning; Quality Assurance and Control Processes; Managing project information and communications; Risk management processes; Risk identification; Risk analysis techniques; Risk response planning; and Risk management systems.

**This course is a registered program with the Project Management Institute (PMI) and is endorsed by the Australian Institute of Project Management (AIPM).**

Recognised for Continuing Professional Development (CPD) by Engineers Australia [refer to EA CPD Guidelines] and aligned with the Project Management competency for Chartered Status

