



Institute of Continuing & TESOL Education (ICTE-UQ)

PROJECT MANAGEMENT

5 Day Workshop

Do you or will you soon be managing a project or are you currently a member of a project team?

Do you want better results from your project?

Offered through the University of Queensland's Institute of Continuing & TESOL Education (ICTE-UQ) this course will provide you with immediate and direct assistance in getting the project results you want. It will provide you with the planning templates and the procedures necessary to plan and control, and finalise your project. The course uses internationally benchmarked process (PMBOK) and is based on the Australian Qualification Framework requirements for Diploma level.

WHO WILL BENEFIT?

Managers and staff, project managers and coordinators, and all who plan, manage and control projects. It will also substantially assist participants who wish to complete a Diploma in Project Management by assessment and or those who wish to seek accreditation for the RegPM program of the Australian Institute of Project Management.

CONTENT

Topics include all nine areas of project management:

- Project integration including project planning development, project execution and integration and control;
- Project Scoping including planning the

scope of a project and the management and control of scope changes;

- Project Time Management including activity definition, activity sequencing and scheduling, and critical path development.
- Cost Management including Resource Planning, Cost Estimation, and budgeting;
- Quality Management including quality planning and assurance;
- Human Resource Management including organisational planning, staff acquisition and training;
- Communication Management including planning, information distribution, performance measurement and project closure procedures;
- Risk Management including risk planning, identification, quantification, analysis, response planning, monitoring and control;
- Procurement planning, solicitation planning and implementation, source selection, contract administration.

OUTCOMES

Program participants will:

- Prepare a project plan a project utilising all nine areas of project management;
- Establish key controls over project implementation and closure;
- Understand and use project template applications;
- Understand project selection criteria in project portfolio management and project register applications.

ABOUT THE PRESENTER

Jeff Dutton holds an EMBA, Bachelor of Business Studies, a Graduate Certificate in Action Learning, a Diploma in Project Management, a Certificate IV Workplace Training and Assessment and has studied at post graduate level in Workplace Education and Project Management. Jeff is a workplace assessor. He is a member of the Australian Institute of Project Management and is a Level 5 assessor for the AIPM RegPM program and is a 'Registered Project Manager'.

He is also accredited to conduct Team Management Index (TMI)© surveys, DiSCUS, Behavioural Effectiveness Profile, HIPSYS© 360 degree surveys, and AVI© Values Surveys. For the past ten years Jeff has designed and delivered Project Management (including MS Project) programs at domestic and international level through the ICTE-UQ. He is a member of the Post Graduate Lecture team for Project Management at University of Queensland and Griffith University. He has also conducted Project Management (including MS Project) training for a range of other organisations in the public, private and 'not for profit' sectors.

COURSE DETAILS

DATE: 12 - 16 October 2009
9.00am - 4.00pm

FEE: \$1500 (includes comprehensive manual and templates)

VENUE: Sir Llew Edwards Building (No14)
The University of Queensland
St Lucia campus

For more information contact:

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