27094 Module Descriptions

27094A Project Management Essentials (10 hours)
An Introduction to Project Management
All industries employ project managers to implement processes as a way to control business. However, not all organisations and industries manage projects well. Some continue to waste time, money, and resources even after establishing procedures and protocols.
In this course, learners will be given an overview of the project management discipline. Learners will be introduced to the Project Management best practices as published by the Project Management Institute (PMI®). They will identify key project management characteristics, concepts and terms.

Project Life Cycles and Stakeholders
The choice of how to handle the project life cycle will depend on the type of project, particular industry and specific deliverables. To make these project management choices, individuals must understand what a project life cycle is and what factors can influence it.
In this course, learners will be introduced to concepts and information about project lifecycles. They have the opportunity to define project phases and recognise the differences between project and product life cycles. Additional, learners will begin to identify, and factor in, how project stakeholders can affect projects.

Introduction to Project Process Groups and Initiating a Project
Learners will identify the five Process Groups – Initiating, Planning, Executing, Monitoring, Controlling, and Closing. Learners will delve more deeply into the activities of the first process group – initiating – to discover how a project is started.

Project Planning
Learners will be introduced to the purpose of the Planning Process Group and its associated processes. They will learn how to answer such questions as, “what must be done, how should it be done, who will do it, how much will it cost and how good does it have to be?”
Each planning process will be briefly described so that the learner has a global understanding of the depth and breadth of this process group.

Executing, Monitoring & Controlling and Closing a Project.
The three process groups covered in this course entail many processes that are designed to manage progress, measure performance, take corrective action if need be and document lessons learned. Competent project managers understand that project success can actually be a dangerous thing. To keep a project team from becoming complacent in response to project success, everyone involved must use the process from the three Process Groups to keep things on track.

27094B Project Integration Management (2 hours)
Project Integration: Executing and Completing a Project
Project managers regularly face tough decisions about where to concentrate project resources when met with competing priorities and demands. Project integration management helps with these decisions by ensuring the proper co-ordination of processes during project plan development and execution.
This course highlights the importance of project integration management to project performance.
27094C Project Scope Management (4 hours)

Planning Project Scope
Project scope management is concerned with ensuring that projects include and account for all the work needed for the successful completion of a project. Successful project managers use project scope management throughout the project life cycle to identify and control all aspects involved in a project.
This course will highlight the importance of project scope management to project performance.

Controlling Project Scope
Scope management plays a key role by helping to define and maintain the boundaries of the project throughout the project life cycle. This course will highlight the importance of project scope management to project performance.
The Learner will explore these concepts and gain a better understanding of the project management processes of the Scope Management knowledge area.

27094D Project Time Management (6 hours)

Elements of Project Time Management
Project Time Management is a critical aspect of any project; if project success is to be achieved, a time management system must be used.
This course will cover the inputs, tools and techniques, and outputs of the Project Time Management processes that deal with defining project activities, sequencing project activities using the Precedence Diagramming Method, and estimating the resources need to complete these activities.

Project Scheduling
Typically, when people hear the words “project management”, they think of schedules. Even though project management is much more that just scheduling, one aspect of it – project time management – is about planning when project activities will occur.
This course introduces the basic principles of creating and maintaining a project schedule. It will cover the project inputs, tools and techniques, and outputs of the following project time management processes.

27094E Project Cost Management (4 hours)

Estimating Activity Costs
Most project managers are familiar with the sinking feeling that occurs when project costs exceed expectations. Project cost management is concerned with estimating and controlling the cost resources used to complete different project activities.
This course will highlight the importance of project cost management to project performance. It will cover the project inputs, tools and techniques, and outputs involved in the Project Cost management.

Budgeting and Controlling Costs
A small change in schedule, resource, or scope can result in a major change in cost. The processes associated with Project Cost Management help Project Managers measure project performance and monitor cost variances.
This course will highlight the importance of Project Cost Management to project performance.

27094F Project Quality Management (5 hours)

Planning for Quality
Project Quality Management focuses on ensuring two things: the quality of project management and the quality of the products created during the project. Project Quality Management implements the quality management system by using policies, procedures, and the following processes: Quality Planning, Perform Quality Assurance, and Perform Quality Control.
The Learner will explore these concepts and gain a better understanding of the inputs, tools and techniques, and outputs of the Project Quality Management processes. 

**Performing Quality Assurance & Control**

The ultimate measure of success for any project is whether the results satisfy the project customer. However, project managers can’t wait until a project is complete to find out whether the results meet the customer’s needs. At the scheduled conclusion of a project, both the customer and the performing organisation have too much at stake to risk failure. The quality of a project has to be built into each step of a project – every process, every procedures and every deliverable. The Perform Quality Assurance process involves a set of activities that examine the processes, procedures, and policies used in a project and ensure that they contribute to the desired outcomes. This process ensures the project is managed in a way that will fulfil the customer’s requirements.

This course provides a foundation for executing the quality management plans for individual projects and creating continuous improvement of processes from one project to the next.

**27094G Project Human Resources Management (1 hours)**

**Elements of Project Human Resource Management**

When project managers set their sights on delivering creative project solutions on time and within budget, they must select and manage a team of experienced and competent professionals who can meet the challenge. This requires that project managers understand the Project Human Resource Management processes of planning, selecting, developing, and managing a project team.

This course will emphasise the importance of Project Human Resource Management to project performance. It will cover the basic elements of Human Resource Management.

**27094H Project Communications Management (2 hours)**

**Communications Planning & Information Distribution**

Any project requires good communications to manage day to day activities and ensure success of the project. Project managers need to understand the processes of Project Communication Management, and how those processes help promote success and resolve differences among project stakeholders.

**27094J Project Risk Management (5 hours)**

**Planning and Identifying Project Risk**

In a perfect world, decisions would be made with complete certainty – all necessary information would be accurate and available as needed to ensure total success. In the real world, however, this is seldom the case. Real life is fraught with uncertainties; knowledge of events or conditions that may or may not occur is imperfect and incomplete, and this uncertainty affects decisions and outcomes.

Risk occurs when decisions are made with perfect knowledge – in other words, nearly all the time. It is the project manager’s job to assess and control risk, to avert or minimise its adverse effects, and to capitalise on its positive effects.

In this course, the project manager will learn when and how to plan for risks and how to identify risks proactively and at the time they occur.

**Analysing Project Risk**

The science of project management was founded, in large part to manage risk and prevent it from negatively affecting project objectives, schedules and budgets.

**27094K Project Procurement Management (2 hour)**

**Planning Project Procurement and Requesting Seller Responses**

If project success is to be achieved, products, services, or results often must be purchased or acquired from elsewhere within, or outside of, the organisation. This process of acquisition and purchasing is Project Procurement Management, and it is a critical aspect of any project.