

# Project Management Fundamentals

## A comprehensive introduction to Project Management knowledge and skills for anyone involved with projects

Are you a business professional who requires a better understanding of how projects work, or someone considering a career in Project Management?

ACPM's Project Management Fundamentals workshop provides an understanding of the terminology, methodologies, techniques and tools available to Project Managers.

We have a practical approach to training delivery by facilitators who are experienced Project Management practitioners, ensuring a balance between theoretical knowledge and real-world application.

### Course Overview

The course provides a comprehensive coverage of the nine functions of Project Management, in a short timeframe, to facilitate an understanding of the integration of functions to baselines throughout the project lifecycle.

Each session includes a short explanation, followed by exercises in the key functions. The outcome is an outline project plan.

On completion of the course, participants will be trained as Project Team members who understand:

- Project Management terminology.
- The project lifecycle and the project planning process.
- How Project Management can be used to achieve rapid change and subsequent business success.

### Why ACPM?

There are many reasons why you should choose to study with ACPM:

- We are the leading provider of Project Management education in Australia and our courses are endorsed by the Australian Institute of Project Management (AIPM). We are approved providers under the Project Management Institute's (PMI®) 'Recognised Education Provider' program.
- Our facilitators are real-world Project Management practitioners involved in local and national Project Management forums and interest groups.
- Your professional development in Project Management is important to us and we'll partner with you to achieve your career goals.



### Who should attend?

Administrators, Personal Assistants, Executive Assistants, Team Leaders, Managers, Project Team members, people new to Project Management.

### Duration:

2 Days

### Public Course Cost:

\$1,000 (Incl GST) per person.  
Includes take-away course materials and tools, morning & afternoon tea and lunch.

### Corporate Delivery:

Prices available on request.

### Other courses:

Project Team members wishing to gain certification should consider the Certificate IV in Project Management (BSB41507)

# Project Management Fundamentals

## Course Outline

The course covers:

- Project Management Overview
- Project Planning and Control
- Scope Management
- Time, Cost and Resource Management
- Quality Management
- Risk Management
- Communications Management
- Project Human Resource Management
- Procurement Management
- Project Integration
- Project Closure and PIR

### Delivery mode:

Face-to-face facilitation, classroom delivery with discussion, activities and case studies.

### Recommended entrance requirements:

No pre-requisites apply.

### Award granted:

Certificate of Attendance

## About us

As a leading provider of project management education in Australia, our courses are endorsed by the Australian Institute of Project Management (AIPM) and we are a Registered Education Provider (R.E.P) with the Project Management Institute (PMI). ACPM is a Registered Training Organisation issuing nationally-recognised qualifications to around 10,000 people since establishment. Our facilitators are real-world project management practitioners involved in local and national project management forums and interest groups.

ACPM is part of the UXC Training Group (UXCTG).



The UXC Training Group is your single point of contact for building capability across your organisation. We've made it easy for organisations and individuals to engage when managing portfolios, programs, projects and change.



For businesses to compete in today's complex and dynamic environment, management of change must be developed as a core competency. The Australian College of Change Management (ACCM) delivers comprehensive education aligned to an internationally recognised best-practice, and is an excellent destination for organisations and individual professionals seeking to get the best out of change.

[www.changemanagement.edu.au](http://www.changemanagement.edu.au)



The IT Management College (ITMC) is Australia's premium provider of IT management best practices training. The broad course portfolio covers both the mature and emerging best practices used in delivering Projects and IT services.

[www.itmanagementcollege.com.au](http://www.itmanagementcollege.com.au)



Planpower Training Solutions (PTS) offers Certificate III and IV based courses in business services, customer contact and client management.



**Australian College of Project Management**  
ABN 700 943 533 67

Level 15, 575 Bourke Street, Melbourne, VIC 3000  
T: 1300 138 225 F: 1300 138 226  
E: [info@projectmanagement.edu.au](mailto:info@projectmanagement.edu.au)

For further information,  
more courses or to  
enrol online, visit us at:  
[projectmanagement.edu.au](http://projectmanagement.edu.au)