

## Diploma of Project Management

### Description

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

### Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include: Project Management Facilitator, Project/Program Administrator, Project Contract Manager, and Project Manager.

<b>Employability Skills – Qualification Summary</b>	
The following table contains a summary of the employability skills for this qualification. The employability skills facets described here are broad industry requirements	
<u>Employability skill</u>	<u>Industry/enterprise requirements for this qualification include:</u>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▶ communicating with business contacts to promote the goals and objectives of the business</li> <li>▶ obtaining feedback from colleagues and clients</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>▶ leading, planning and supervising the performance of team members to develop team cohesion and to foster innovative work practices</li> </ul>
<b>Problem-solving</b>	<ul style="list-style-type: none"> <li>▶ accessing and assessing information for accuracy and relevance</li> <li>▶ developing strategies for minimising risks</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>▶ identifying networking opportunities and developing operational strategies to ensure the viability of the business</li> <li>▶ instigating new or different work practices to improve productivity or service delivery</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>▶ allocating work to meet time and budget constraints</li> <li>▶ developing plans and schedules</li> </ul>
<b>Self-management</b>	<ul style="list-style-type: none"> <li>▶ prioritising tasks</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>▶ participating in professional networks and associations to obtain and maintain personal knowledge and skills</li> <li>▶ systematically identifying learning and development needs</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>▶ using business technology to access, organise and monitor information</li> </ul>

**Duration:** 6 Months

## **Qualification Entry Requirements**

### **Academic**

- AAC Diploma in Business Studies (Level 3) (or)
- AAC Cert IV in Business (or)
- Level 3 Diploma from any other PEIs in a relevant field (or)
- GCE A-Level pass in any 1 subject or ITE Nitec in relevant field (or)
- 12 years of formal education (or)
- Any other equivalent qualification
- Applicants must be of age 16 and above

(Matured students aged 30 years and above with at least 8 years of work experience will be considered for admission.)

### **English Proficiency**

- IELTS 5.5 OR
- AAC EFL Level 5 or equivalent.

Students without formal English qualifications will be given a placement test to determine their level of proficiency.

Applicants must be of age 16 and above.

## Qualification Modules

Full time

#	Code	Module Name	Competency Code*	Competency Name*	Face to Face Contact Hours	Independent Learning Hours	Assessment Preparation Hours
1	DPM001	Project Scope & Time Management	BSBPMG511	Manage project scope	45	40	40
			BSBPMG512	Manage project time			
2	DPM002	Project Quality and Cost Management	BSBPMG513	Manage project quality	45	40	40
			BSBPMG514	Manage project cost			
3	DPM003	Project HR and Risk Management	BSBPMG515	Manage project human resources	45	40	40
			BSBPMG517	Manage project risk			
4	DPM004	Project Integration Management	BSBPMG516	Manage project information and communication	45	40	40
			BSBPMG521	Manage project integration			
5	DPM005	Sustainability and Emotional Intelligence	BSBSUS501	Develop workplace policies and procedures for sustainability	45	40	40
			BSBLDR501	Develop and use emotional intelligence			
6	DPM006	Leadership	BSBWOR501	Manage personal work priority and professional development	45	40	40
			BSBWOR502	Lead and Manage team effectively			
					270	240	240
* Competency Code and Competency Name are taken from the BSB51415 Diploma of Project Management Training Package release 1					Total 750 learning hours		

## Part time

#	Code	Module Name	Competency Code*	Competency Name*	Face to Face Contact Hours	Independent Learning Hours	Assessment Preparation Hours
1	DPM001	Project Scope & Time Management	BSBPMG511	Manage project scope	30	55	40
			BSBPMG512	Manage project time			
2	DPM002	Project Quality and Cost Management	BSBPMG513	Manage project quality	30	55	40
			BSBPMG514	Manage project cost			
3	DPM003	Project HR and Risk Management	BSBPMG515	Manage project human resources	30	55	40
			BSBPMG517	Manage project risk			
4	DPM004	Project Integration Management	BSBPMG516	Manage project information and communication	30	55	40
			BSBPMG521	Manage project integration			
5	DPM005	Sustainability and Emotional Intelligence	BSBSUS501	Develop workplace policies and procedures for sustainability	30	55	40
			BSBLDR501	Develop and use emotional intelligence			
6	DPM006	Leadership	BSBWOR501	Manage personal work priority and professional development	30	55	40
			BSBWOR502	Lead and Manage team effectively			
					180	330	240
* Competency Code and Competency Name are taken from the BSB51415 Diploma of Project Management Training Package release 1					Total 750 learning hours		

Synopsis			
Module Name	Competency Code*	Competency Name*	Description
Project Scope & Time Management	BSBPMG511	Manage project scope	This unit describes the skills and knowledge required to determine and manage project scope. It involves obtaining project authorization, developing a scope management plan, and managing the application of project scope controls.
	BSBPMG512	Manage project time	This unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule, and assessing time management outcomes.
Project Quality and Cost Management	BSBPMG513	Manage project quality	This unit describes the skills and knowledge required to manage quality within projects. It involves determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects.
	BSBPMG514	Manage project cost	This unit describes the skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.
Project HR and Risk Management	BSBPMG515	Manage project human resources	This unit describes the skills and knowledge required to manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.
	BSBPMG517	Manage project risk	This unit describes the skills and knowledge required to manage risks that may impact achievement of project objectives. It involves identifying, analysing, treating and monitoring

			project risks, and assessing risk management outcomes.
Project Integration Management	BSBPMG516	Manage project information and communication	This unit describes the skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.
	BSBPMG521	Manage project integration	This unit describes the skills and knowledge required to integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and to align and track project objectives to comply with organisational goals, strategies and objectives.
Sustainability and Emotional Intelligence	BSBSUS501	Develop workplace policies and procedures for sustainability	This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.
	BSBLDR501	Develop and use emotional intelligence	This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.
Leadership	BSBWOR501	Manage personal work priority and professional development	This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.
	BSBWOR502	Lead and Manage team effectively	This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

## Assessment Arrangements

Competency Code	Competency Name	Demonstration	Practical	Activities	Observation	Role play	Case study/Scenario Questions and Answers	Project/Report	Presentation,	Portfolio/Journal	Online
BSBPMG511	Manage project scope		✓				✓	✓	✓	✓	
BSBPMG512	Manage project time		✓				✓	✓	✓	✓	
BSBPMG513	Manage project quality		✓	✓	✓		✓	✓		✓	
BSBPMG514	Manage project cost		✓	✓	✓		✓	✓		✓	
BSBPMG515	Manage project human resources			✓			✓	✓	✓		
BSBPMG516	Manage project information and communication		✓				✓	✓	✓	✓	
BSBPMG517	Manage project risk		✓				✓	✓	✓	✓	
BSBPMG521	Manage project integration		✓	✓			✓	✓		✓	
BSBSUS501	Develop workplace policies and procedures for sustainability			✓			✓	✓	✓		
BSBLDR501	Develop and use emotional intelligence	✓		✓		✓	✓	✓	✓		
BSBWOR501	Manage personal work priority and professional development			✓		✓	✓	✓	✓	✓	
BSBWOR502	Lead and manage team effectiveness	✓	✓	✓	✓	✓	✓	✓	✓		

The assessment objectives tested in these modules are broadly categorised in the following hierarchical order:

1. **Knowledge:** Exhibit memory of previously learned materials by recalling facts, terms, basic concepts and answers
2. **Comprehension:** Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating the main ideas
3. **Application:** Using new knowledge. Solve problems in new situations by applying acquired knowledge, facts, techniques and rules in a different way
4. **Analysis:** Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations
5. **Evaluation:** Present and defend opinions by making judgments about information, validity of ideas or quality of work based on a set of criteria

### Specification Grid

The relationship between the assessment objectives and components of the scheme of assessment is as follows

Knowledge	Comprehension	Application	Analysis	Evaluation
20%	20%	20%	30%	10%

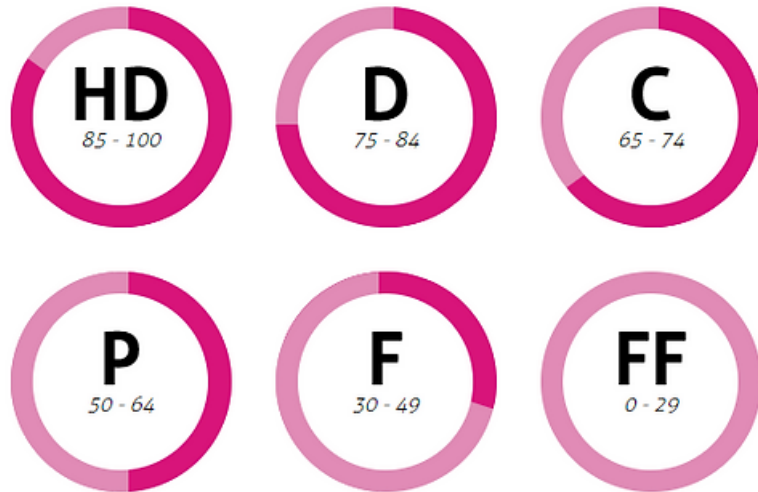
The assessment objectives are weighted to give an indication of their relative importance.  
They are not intended to provide a precise statement of the number of marks in particular skills.



Code	Name of the module	Assessment 1	Assessment 2
DPM 001	Project Scope and Time Management	50%	50%
DPM 002	Project Quality and Cost Management	50%	50%
DPM 003	Project HR and Risk Management	50%	50%
DPM 004	Project Integration Management	50%	50%
DPM 005	Sustainability and Emotional Intelligence	50%	50%
DPM 006	Leadership	50%	50%

### Marks and Grades

The infographic below shows the academic grading of this course with the breakdown of marks.



### Graduation Requirement:

In order to be awarded the Diploma of Project Management, a student must obtain at least a Pass Grade in all the modules within the eligibility period of 2 years from the original completion date.

Certificate will be awarded by Academies Australasia College.