Department of Conservation and Land Management

Best Practice in Project Management

Course Overview

A 3-day competency-based training course for
those staff participating in managing
the Departments Projects

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Introduction

Project Management is assuming increasing importance throughout the Department as we seek to become more effective and efficient in the delivery of our services and more responsive to the needs of our stakeholders.

Projects are how the Department plans, controls, implements and evaluates the innovations that are frequently required to implement a program of changes that effect every aspect of our operations.

Projects, by their nature, carry some risk. They can also be disruptive as they seek to implement changes into already hardworking environments. The Department dedicates significant funds, staff and equipment to these projects and so there is a need to see that the use of these resources is optimised to the benefit of the Department and its stakeholders.

DCLM is developing and refining its approach to managing projects to minimise their impact on operations and to maximise the return on the Department's investment in project work. The Best Practice in Project Management course introduces the concepts for establishing projects, managing and reporting their progress and delivering and implementing their products and benefits to our operating divisions.

The course has been developed to promote a high standard for project management and to improve the competency and the consistency of the management of the Department's projects. It is important training for everyone involved in these endeavours.

About the Course

The course presents a broad coverage of a wide range of project management topics integrated into an interesting program that is relevant to the DCLM's management. It has been based upon Australian and World standards for project management (in particular, this course is entirely consistent with the Guide to the Project Management Body of Knowledge [PMBOK] and the Australian National Competency Standards for Project Management [NCSPM] as endorsed by the Australian Institute of Project Management [AIPM]). The content has been customised to reflect the Department's requirements, policy, terminology and values.

The course is competency based and is designed to add to the experience of our managers and project managers. It encourages participation and active contribution throughout and especially with the many practical case-study exercises which are based upon a CALM project.

The course is designed to appeal to managers of all types of projects. Course participants will work through the curriculum together and work in mixed groups, contributing their mutual experience with different types and sizes of projects.

Course Objectives

To provide participants with:

♦ a working knowledge of best practice in project management, as applied by the Department of Conservation and Land Management including an understanding of project planning and control procedures, resource management, and risk management

♦ an understanding of basic methodologies, techniques and tools required to support effective project management

♦ an understanding of the roles and responsibilities of those that contribute to the management of projects

♦ the opportunity to share project management ideas with other Department staff, with a view to learning from the experience of others

♦ an ability to effectively participate in projects and, with appropriate experience and skills, to manage the Department's projects.

Presentation Style

The Best Practice in Project Management course is presented as a seminar style course for groups of about 20 staff over three days.

The format is to present course material in a structured program, with each section of new concepts followed by a hands-on workshop where small groups of participants will work together on relevant aspects of the plan of the case-study project.

A comprehensive workbook is provided to participants to enable the course material to stay with you, back in the workplace. This summarises (and, in some case expands upon) all the course material presented and will be a valuable reference on the subject.

Participation is strongly encouraged throughout the course. The opportunity is provided for staff to share experiences, contribute to workshop exercises and discuss alternatives in a structured environment under the eye of an experienced facilitator.

The presenters are experienced with professional development training and very experienced in the management of a wide range of projects.

Who Should Attend

The course aims to develop project management capabilities and is initially targeted at staff involved with the planning and management of Departmental projects.

Qualifications and Articulation

The course complies with the Australian National Training Authority (ANTA) standards for project management. Whilst participation at this course does not provide a qualification, it will contribute towards the competency development of those seeking accreditation at level IV (Certificate of Project Management) and level V (Diploma of Project Management). Assessment of competency at these levels is available for those with sufficient experience. These qualifications may also be converted to AIPM qualifications of Qualified Project Practitioner (QPP) and Registered Project Manager (RPM, also RegPM) respectively.

Attendance at this course will be recognised by a Statement of Attendance.

Registration

To register your interest to participate in one of the forthcoming Best Practice in Project Management courses, please contact Peter Hill at the Dwellingup Training Centre (e-mail: peterhi@calm.wa.gov.au) Ph 95381200 fax 95381244) ASAP.

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Course Agenda

DAY ONE

Course Introduction and Administration

Project Management Overview

Project Planning & Control

Project Scope Management

Exercise – Scope Definition

DAY TWO

Time, Cost and Resource Management

Exercise – WBS, Schedule Resourcing and Budget

Project Quality Management

Project Risk Management

Exercise – Risk Management

DAY THREE

Project Communications Management

Exercise - Communications Management Plan

Project Human Resource Management

Exercise – Responsibility Assignment Matrix

Contract Management

Project Control and Status

Project Completion and Integration

Evaluation and Review