

The ultimate foundation course for anyone involved in project Management – for those embarking on their career or seeking to consolidate their knowledge through formal learning

Fundamentals of Project Management using PMI's® PMBOK®

This course has been designed to provide participants, in just 2 days, with a thorough, concentrated coverage of the key skills needed for successful project management. It is an outstanding course on the fundamentals and is based on the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®), recognised as a major global standard in project management practices.

This course is the ideal starting point for the journey towards the globally recognised Project Management Professional (PMP®) certification.



www.alctraining.com.au

Brisbane 19-20 November 2009

Sydney 26-27 November 2009

Melbourne 30 Nov – 1 Dec 2009

Fundamentals of Project Management using PMI's® PMBOK®

An ideal starting point for the journey towards globally recognised PMP® certification

This course has been designed to provide participants, in just 2 days, with a thorough, concentrated coverage of the key skills needed for successful project management. It is an outstanding course on the fundamentals and is based on the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®), recognised as a major global standard in project management practices.

The course covers the essential building blocks required for good, effective project management. It includes workshop style exercises and case studies to ensure that participants learn the practical application as well as the PMBOK® theory.

This course is the ideal starting point for the journey towards the globally recognised Project Management Professional (PMP®) certification.

Who Should Attend

The course is pitched at an introductory level, but would be useful for experienced project personnel who have had no formal project management training. It would also be an excellent introduction for those who are starting to get involved in projects, either as team members or team leaders requiring a basic understanding of theory and concepts. Job titles include:

- Project Team Leaders and team members
- Project admin and support staff
- IT support staff
- Contract Managers
- Engineering Professionals
- Technicians
- Procurement staff
- Negotiators
- Local Authority officials
- Public Relations personnel
- Sales and Marketing personnel

Course Structure

The course consists of a balanced mix of theory and practical application regarding the core competencies of project management. The participant will learn the language and key processes as defined within the PMBOK®.

The course is designed to up-skill the participant to the role of the project manager, and is an absolute necessity when the participant is expected to take responsibility for more than the technical engineering input into a project.

Learning Outcomes

The objective of this course is for each participant to be able to:

- Understand the language and processes of project management as per the PMBOK®
- Understand the components which make up the generic life cycle of a project
- Understand the importance of stakeholder management
- Understand the roles and responsibilities throughout the project lifecycle
- Provide efficient communication with all the project stakeholders
- Learn techniques for time and cost estimating
- Learn techniques to manage a critical path schedule
- Learn techniques to deal with resource management
- Understand the importance of risk identification and management
- Learn techniques to track and report on projects
- Learn techniques to negotiate the balance between time, cost scope and quality

Learning Method

The course is instructor led with limited class size. Participants undertake practical activities to ensure understanding of concepts and terminology.

Fundamentals of Project Management

Course Contents

using PMI's® PMBOK®

1 Introduction to the PMBOK® and Project Management

- The language and characteristics of project management
- Project life cycles
- History of the PMI® and the PMBOK®
- Understanding business benefits
- Project choice through prioritisation
- Benefits of standard project management process
- Benefits of the PMBOK® and the coveted PMP® certification

2 The Nine Knowledge Areas of the PMBOK®

Integration Management

Processes and activities needed to identify, define, combine, unify and coordinate the various processes and project management activities within the five process groups.

Scope Management

Processes required to ensure that the project includes all the work required, and only the work required, to complete the project successfully.

Time Management

Processes required to accomplish timely completion of the project.

Cost Management

Processes involved in planning, estimating, budgeting and controlling costs so that the project can be completed within the approved budget.

Quality Management

Processes include all the activities of the performing organisation that determine quality policies, objectives and responsibilities so that the project will satisfy the needs for which it was undertaken.

Human Resource Management

Processes required to organise and manage the project team.

Communications Management

Processes required to ensure timely and appropriate generation, collection, distribution, storage, retrieval and ultimate disposition of project information.

Risk Management

Processes concerned with conducting risk management planning, identification, analysis, responses and monitoring of the risks throughout the project.

Procurement Management

Processes to purchase or acquire the products, services or results needed from outside the project team to perform the work.

3 The Five Process Groups of the PMBOK®

Initiation Process Group

Defines and authorises the project or a project phase.

Planning Process Group

Defines and refines objectives, and plans the course of action required to attain the objectives and scope that the project was undertaken to address.

Executing Process Group

Integrates people and other resources to carry out the project management plan for the project.

Monitoring and Controlling Process Group

Regularly measures and monitors progress to identify variances from the project management plan so that corrective action can be taken when necessary to meet project objectives.

Closing Process Group

Formalises acceptance of the product, service or result and brings the project or a project phase to an orderly end.

4 Fundamentals of Project Management Using the PMBOK®

This section summarises and brings together the key skills, knowledge and processes necessary for successful project management.

Special Features

- When you attend this course you will receive a comprehensive course workbook including PMBOK®-aligned reference notes
- An information gathering technique (Nominal Group Technique - NGT) is used at the conclusion of each day's training to compile a prioritised list of the project management concepts, tools and techniques. This list is identified by participants and represents their thoughts on what they can take back to the workplace and implement into their daily work practices. This has proven to be very useful input into organisations' project management capability development programs.

In-House Training

This course is available for private presentation, either on your own premises or "off-site". There are many advantages to in-house training. Please contact ALC for a quotation or to discuss your requirements. Telephone 1300 767 592 or email learn@alctraining.com.au.

PRINCE2® vs PMBOK™ White Paper

Please email learn@alctraining.com.au and ask for our White Paper explaining the differences between PMBOK® and PRINCE2®.

Project Management Education Program

ALC offers a comprehensive training program for Project Managers at all levels. Our courses are taught by leading practitioners with extensive "real world" experience. You don't get just the theory.

PRINCE2 Foundation/Practitioner

Five-day program provides an extended theoretical and practical knowledge of PRINCE2, the non-proprietary best practice model that ensures project delivery is on time, on budget and of high quality. Designed for current or aspiring project management professionals who need to fully master this leading PM method and at the same time obtain a globally-recognised certification.

MSP Foundation/Practitioner

Projects and programmes are different, which means they need a different management approach and a higher level of governance. Projects exist and thrive on certainty of outcome, whereas programmes exist and evolve in more ambiguous environments. This five-day course provides a thorough coverage of MSP, the world-leading best practice model for programme management.

Requirements, Scheduling & Risk

Project Management is a complex and multi-faceted discipline. This 3-day masterclass has been specially developed to provide project management professionals with an in-depth understanding of the three key determinants of project success. Featuring case studies and workshop-style exercises, the course will take you to the next level of project management competency.

Fundamentals of Project Management using PMI's® PMBOK®

Two-day course provides a comprehensive coverage of the fundamentals of the PMBOK® method, defining the key skills needed for successful project management. This is the ideal starting point for anyone new to PM working towards the globally recognised Project Management Professional (PMP®) certification.

Schedule and Cost Management

This workshop provides an in-depth knowledge, both theoretical and practical, of the essential processes required for successful Time Management, Cost Management and Resource Management as per the Project Management Institutes (PMI®) Project Management Body of Knowledge (PMBOK®).

Internal Consulting Excellence

This three-day course is designed for anyone providing services to internal or external customers, no matter where your original expertise lies. Maximise you and your department's effectiveness and value with a highly successful and proven 9-step approach to best practice consulting.

**For more information please contact ALC
learn@alctraining.com.au**

HOW TO REGISTER

1.  Register Online
www.alctraining.com.au
2.  Send your details by email
learn@alctraining.com.au
3.  Fax the Enrolment Form below to:
Fax: (02) 9388 9100
4.  Any queries please call Customer Service
Tel: 1300 767 592
5.  Post the completed Enrolment Form to:
ALC Training Pty Ltd
PO Box 2229, Bondi Junction NSW 1355

COURSE DETAILS

FEES: (per delegate)	AUS \$	Single	2 or 3 10% disc.	4 or more 25% disc.
All fees are GST exclusive				
Fundamentals of Project Management (2 days)		1250	1125	935

VENUE: The course will be held at a high quality centrally-located venue. Full details will be on your confirmation letter and can also be found under the Schedule tab on our web site.

COURSE INFORMATION: The course is held from 8.30am to 5.30pm and registration is from 8.00am. Fees include lunch, refreshments and all course materials.

TERMS and GUARANTEE: To ensure your admission to the course, fees are payable in advance. To guarantee your satisfaction we offer a money-back or full credit policy. Details will be on your confirmation letter and our website. Cancellations with full refund will be accepted up to 10 working days before the course. After that time no refunds can be given, but substitutions may be sent at any time.

**SAVE
25%!
For teams
of 4 or more**

ENROLMENT FORM - Fundamentals of Project Management



ALC Training Pty Ltd is an independent Australian company dedicated to the provision of top quality training and professional services for business and government. ALC has no affiliations with any vendor of hardware or software and is therefore able to provide totally unbiased education, advice and support.

	NAME	POSITION
1	Mr/Mrs/Miss/Ms	
	Email	Mobile
2	Mr/Mrs/Miss/Ms	
	Email	Mobile

TRACK CODE: A B C D R

Organisation: _____

Address: _____

Postcode: _____ Phone: () _____ Fax: () _____

1. Cheque payable to ALC Training Pty Ltd 2. Purchase Order No.: _____

3. Charge to: Master Card Visa Amex Cardholder Name: _____

Card No.: _____

Exp Date: ____/____/____

Signature:  _____

Person Making Booking:	Mr/Mrs/Miss/Ms	Send Invoice To:	Mr/Mrs/Miss/Ms
	Position		Position
	Email		Email