COURSE LIST

PROJECT MANAGEMENT

Deliver projects on time, on budget and on brief with practical PM frameworks.

SHORT COURSES

(20-40 min micro-modules • From AUD $9.99 ea • Self-paced)

Our Project Management short courses are for experienced Project Managers who know the basics but want to see what "good" really looks like in action. We cover the five key process groups—Initiating, Planning, Executing, Monitoring & Controlling, and Closing—along with the core knowledge areas like scope, schedule, cost, and risk management. Plus, we include practical insights and real-world examples that go beyond theory, helping you sharpen your skills and navigate the other important aspects of successful projects with confidence.

Project Integration Management

- Business Case – Building Your Business Case for Board Approval
- Developing the Project Charter – Authorizing the Existence of Your Project
- Developing the Project Charter – Governance Structure
- PCG – Project Initiation Phase
- Project Charter – Understanding the Importance and Process
- Project Launch
- Develop Your Project Management Plan
- PCG – The Planning Phase
- Direct and Manage Project Work – Producing the Planned Project Deliverables
- Manage Project Knowledge – Managing Both Explicit and Tacit Knowledge
- Monitor and Control Project Work
- PCG – Monitoring How Things Are Going
- PCG – Closeout Phase
- Project Closeout

Project Scope Management

- Creating a Work Breakdown Structure (WBS)
- Plan Scope Management – Defining and Planning Your Project Scope Requirements
- Requirements Capture – Validating Requirements and Starting the Engagement
- Requirements Delivery – Control Your Scope
- Requirements Management – Validate Scope and the Formal Acceptance of Project Deliverables

Project Schedule Management

- Defining the Activities – What the Project May Be Delivering Against
- Develop the Milestone Program – Project Deliverables and Work Breakdown
- Developing the Project Schedule
- IT Fitout Works Program
- Monitor and Control the Project Schedule
- Sequencing the Schedule Activities

Project Cost Management

- Control Project Costs – Understanding the Cost-Budget Status of the Project
- Estimate Project Costs – Predicting Quantity, Cost, & Price of Resources
- Plan Cost Management – Introduction
- Project Budgeting – How to Get to the Final Project Budget
- Value Engineering in Your Project – Saving Costs and Design Impacts

Project Quality Management

- Quantity Surveyor – Due Diligence Reports
- Statutory Authority Approvals

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Project Resource Management

- Acquire Resources – Securing Team Members and Other Resources
- Develop the Team – Getting the Right Team Onboard
- Estimate Activity Resources – Your Project Resource Planning
- Estimate Activity Resources and Durations
- Manage Team – Maintaining a High Performing Project Team
- Plan Resource Management – Introduction

Project Communications Management

- Communication Fundamentals – Every Project Manager Should Understand Communication 'MUSTS'
- Introduction to Project Communication Management
- Manage Communications – The Documents and Skills to Achieve Best Results
- Plan Communication Management – The High-Level Process for Communicating Project Milestones

Project Risk Management

- Introduction to Project Risk Management
- Risk Awareness – Risk Profiles Across Your Project

Project Procurement Management

- Introduction to Project Procurement Management
- Procure Key Project Consultants – Onboarding and Checklists
- Procurement Fundamentals
- Procurement Types – How Are You Going to Procure?
- Project Procurement and Procurement Planning

Project Stakeholder Management

- Introduction to Project Stakeholder Management
- Project Stakeholders Roles and Responsibilities – What Does Your Role Entail?

Project Stakeholder Management (cont.)

- RACI Matrix

Execution & Industry-Specific Topics

- Decomposing a Fitout Project – Preview into Your Project and Milestones
- Fitout Construction Works
- Incorporating New Technologies into Workplace Projects

Project Leadership Essentials

- New Construction & Fitout Construction Project – What's the Difference
- Project Appreciation – The Project Directors Accommodation Project
- Quantity Surveyor – Assisting with Tender Review and Project Recommendations
- The Project Directors Role – Managing a Commercial Property Accommodation Project
- Understanding the Property Strategy, Budget & Business Case

Tools, Frameworks & Methodologies

- Approval of PMP and HSE Plans
- Introduction to Project Cost Management
- Introduction to Project Management
- Introduction to Project Quality Management
- Introduction to Project Resource Management
- Introduction to Project Scope Management
- Introduction to Project Time Management
- Introduction to the Process Lifecycle – Learning the Process Groups and Phases
- Project Management Framework
- Project Management Methodologies and the PMO
- Project Management Process – Build on Your Knowledge of Project Management Principles