



## Focused Training towards Assessment

### Introduction

In today's competitive business climate, an organisation's ability to efficiently align resources and business activities with strategic objectives can make the difference between succeeding and just surviving. To achieve strategic alignment, organisations are increasingly managing their activities and processes as projects. By managing projects appropriately, organisations can respond with greater agility to the demands of a fast-changing business environment. To achieve this, staff must have project management skills and knowledge and the organisation needs effective project management processes. QTC consists of senior consultants, highly experienced in the formation and delivery of project management solutions. The Team have senior management experience in business and academe, specialising on project management.

### Training Units (Level dependent on certification sought)

- *Scope Management* – Scope statement, WBS, scope change control
- *Time Management* – Activities sequencing, duration, schedule (bar chart), control
- *Cost Management* – Estimating, budgeting, progress reporting
- *Quality Management* – quality planning, compliance, control
- *Risk Management* – Identify, analyse, treat
- *Communication Management* – Communication plan
- *Human Resource Management* – Roles, responsibilities, organisation structures
- *Procurement Management* – tender documentation, tendering, selection, contract administration
- *Integration Management* – success/failure, integrating time/cost/quality

The above training units will provide a basis for ongoing development; each unit will consist of workshop type facilitation. This development will need to be further facilitated by your organisation's providing opportunity for staff members to develop their PM skills enhanced in the training, by internal project placement, thereby enabling individuals to acquire evidence towards a certification.



### **Project Management Assessment Overview**

Certification is the recognition of your competence and ability to effectively manage projects. Participation in the certification process enables individuals to improve their self-awareness, reflect upon, and learn from, their experience.

Certification assesses an individual's competence in managing projects. Competence is the ability to acquire and apply your project management knowledge and skills in an appropriate context. Certification at this level is a demonstration of competence and not a test of academic achievement or of knowledge.

### **Requirements**

You must have gained experience in the use of project management disciplines and ideally managed (unless seeking Cert IV) several projects from start to finish. Experience of the complete project lifecycle is required, although this could have been gained across more than one project.

You must be capable of managing projects with the following characteristics:

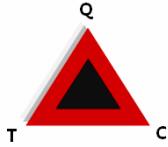
- involvement of several companies and/or organisational units;
- involvement of several disciplines e.g. technical, business, financial;
- interrelated sub-projects or work packages within the overall project context; and
- requiring the application of many of the recognised project management competencies incorporated in the Business Services Training Package BSB07.

A project does not necessarily have to be big, in the sense of scope or budget, or to be complex. Many projects are undertaken as part of major change programs' within large, sometimes global, organisations and many of these individual projects may meet the criteria.

For your chosen project(s), which ideally must have been completed in the last 3 years, you must be able to demonstrate that you had a full-time, hands-on project management role, and that you were responsible for dealing with the risks and issues as they arose. You should be able to evidence your responsibility for the project budget and/or deployment and control of project resources. **It is your role and level of responsibility that is important rather than the project itself.** However the project or sub-project(s) should meet the criteria outlined above and should have been brought to a satisfactory conclusion.

# QTC Consulting Pty Ltd

Program & Project Management



## What is assessed?

Competencies gained through your experience and your portfolio of evidence, evidencing the following:

- project management understanding and practice;
- principles of project management;
- appropriate use of tools, techniques and methodologies;
- commercial acumen;
- problem solving; and
- stakeholder involvement.

Kind regards

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