

# manage projects

fmi course number: MAN03

Duration  
2 days

## .....course overview

The skills to manage projects are crucial for anyone who is leading or playing a key role in a project in an organisation. It is essential to be able to plan, implement and monitor a project through its various stages.

This very practical course enables participants to understand the fundamentals of project management and to identify the key actions they must take at each stage of a project to manage it in the most effective way.

## .....key content

### Introduction

What is a project?  
Stages in the life of a project  
Role of a project manager

### 1. Define a project

- 1.1 Scoping the project
- 1.2 Project stakeholders
- 1.3 Delegating authority and project parameters
- 1.4 Responsibility and reporting requirements
- 1.5 Project relationship to other projects and organisation objectives
- 1.6 Resource availability

### 2. Develop a project plan

- 2.1 Project plan timelines, task breakdown and roles and responsibilities
- 2.2 Using project management tools
- 2.3 Project risk management plan, including OHS
- 2.4 Project budget development and approval
- 2.5 Team consultation on plan
- 2.6 Plan finalisation and approval

### 3. Initiate, administer and monitor a project

- 3.1 Initiating a project and briefing the team
- 3.2 Supporting the project team
- 3.3 Project record keeping
- 3.4 Managing project finances, resources and quality
- 3.5 Project reporting
- 3.6 Project risk management
- 3.7 Achieving project deliverables

### 4. Finalise a project

- 4.1 Completing financial records
- 4.2 Reassigning staff
- 4.3 Completing documentation and sign offs
- 4.4 Handover

### 5. Review a project

- 5.1 Review outcomes and processes against plan
- 5.2 Team involvement in review
- 5.3 Documenting and reporting learning's from the project



## .....what objectives can I achieve?

1. Define a project
2. Develop a project plan
3. Initiate, administer and monitor a project
4. Finalise a project
5. Review a project



## Who this course is useful for

All people who wish to increase their ability to manage projects as part of their role at work

### Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

### Assessment

Assessment for this course is optional. This course can be linked to competency unit *BSBPMG510A Manage projects* (assessed at Diploma level). Please contact us for further details

### Dates and locations

**Course Dates:** Sydney

For dates please see FMI Public Course Calendar at [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

**Time:** 9am to 4.45pm

Location is close to Sydney CBD. You will be advised of the exact location by email one week prior to commencement.

### Fees

For fees please see FMI Public Course Calendar at [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

### Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course.

### Booking

To book, phone +612 9660 0199

Email fmi to find out how we can help you:  
[fmi@managementcando.com](mailto:fmi@managementcando.com)

### Contact frontline management institute

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Location & Post

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