

What is Project Management?

Project management is a set of skills, knowledge and experience using techniques and technologies to deliver change and benefits to an organisation. A project leader or project manager is not necessarily a supervisor or line manager, but may undertake some of those responsibilities.

The Diploma of Project Management is most suitable for those working as a project manager or with significant project leader experience. It requires demonstration of ability to manage projects, taking full responsibility for each of the project functions. The Diploma of Project Management is suited to those who are responsible for project outcomes and deliverables.

Project managers may have existing qualifications and technical skills in any given vocation or profession.

Career opportunities

The Diploma of Project Management is designed to provide specific project management skills, to help broaden current skills and experience. Possible job roles vary across different industry sectors and typically depend upon vocational experience and qualifications. Many project management roles also require certification from a recognised project management body such as AIPM or PMI. The Diploma provides a pathway towards membership and certification.

Study Mode

Online

Entry requirements

Our part-time program is available to domestic, as well as interstate students and Australian citizens living overseas.

The ability to operate a computer, use a web browser and manage a self-paced learning environment is essential.

Applicants must have at least three years experience in a project management environment and must be currently working in a project manager role to successfully complete this program.

Application procedure

Applicants who wish to study this course online should obtain an application form at:

<http://www.future.swinburne.edu.au/apply/tafe/#direct>

Alternatively contact the Business Online Administrator directly at tafebusinessonline@swin.edu.au to request the appropriate enrolment form.

Fees

TAFE tuition fees are set by the Victorian Government. For full details on TAFE fees, eligibility for Government subsidised places* and concessions visit:

<http://www.swinburne.edu.au/studentoperations/fees/tafe.html>

* Government subsidised places are dependent on you being a Victorian resident, your age as at 1 January, citizenship and prior qualification criteria.

Skills Recognition

Skills Recognition, Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training. To complete a self assessment visit:

<http://www.future.swinburne.edu.au/pathways/rpl/>

Credit Transfer

A Credit Transfer may be granted for relevant accredited or formal training at another training organisation. The units must be current, identical or equivalent to those in the course you enrol in.

Qualification

This qualification was developed in close consultation with industry and training providers to keep inline with changing standards.

The Diploma of Project Management requires the successful completion of **nine core units** and 380 hours of study. There are no electives.

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Unit Descriptors

MBPMG501A

Manage application of project integrative processes (60)

Overall management of project, integrating the functions (see units below) into a cohesive holistic project management framework and methodology

MBPMG502A

Manage project scope (40)

Development and definition of scope documentation, its approval and management

MBPMG503A

Manage project time (40)

Determination and implementation of project schedule (timeline or timeframe), including assessment of outcomes.

MBPMG504A

Manage project costs (40)

Analyse and define project budget, using budgeting techniques such as cost control. Maintain financial integrity of project budget. This is not a financial accounting unit.

MBPMG505A

Manage project quality (40)

Determine quality requirements for project and implementation of quality assurance processes. Evaluation of quality outcomes. Support project efforts for continuous improvement.

MBPMG506A

Manage project human resources (40)

Planning for HR requirements and arranging to meet staffing levels. Management of project team and stakeholders. This is not a human resource management unit, its focus is on the projects resource needs.

MBPMG507A

Manage project communications (40)

Manage project communications, including timely generation of project reporting and statistics. Publication of information to stakeholders at agreed periods. Manage project communication strategy.

MBPMG508A

Manage project risk (40)

Risk determination, assessment and management across project. Includes management of risk control.

MBPMG509A

Manage project procurement (40)

Determining procurement requirements, establishing procurement processes, negotiation of contracts and management of on-going relationships and procurement processes.

Qualification Pathway

After achieving the MBSB51407 Diploma of Project Management, candidates may undertake the Graduate Certificate of Business Management (Project Management) where they gain credit again the first unit. For more information please visit:

<http://www.tafe.swinburne.edu.au/business/postgraduate.htm>

Continued overleaf

2012 Online Program Selection

Qualification requirements are:

NINE core units

NO elective units

Cluster 1	Unit Code	Unit Name	Hrs	Available study sessions									
				AC	ST	T1	T2	WT	T3	T4	SP	AC	
Core	MBPMG502A	Manage project scope	40	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Core	MBPMG503A	Manage project time	40	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

This cluster is usually completed first as it includes an overview of project management techniques and methods.

Unit Classification	Unit Code	Unit Name	Hrs	Available study sessions									
				AC	ST	T1	T2	WT	T3	T4	SP	AC	
Core	MBPMG501A	Manage application of project integrative processes	60	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Core	MBPMG504A	Manage project costs	40		✓			✓				✓	
Core	MBPMG505A	Manage project quality	40		✓			✓				✓	
Core	MBPMG506A	Manage project human resources	40			✓			✓				✓
Core	MBPMG507A	Manage project communications	40			✓			✓				✓
Core	MBPMG508A	Manage project risk	40	✓			✓			✓			
Core	MBPMG509A	Manage project procurement	40	✓			✓			✓			

2012 Teaching Periods

	Teaching Period	*Start Date	End Date	*No Wks	Break Inclusive	
AC+	Accelerated	07 Nov	17 Feb	15	23 Dec	3 Jan
ST	0 Summer Term	03 Jan	17 Feb	8		
T1	1 Term 1	27 Feb	06 Apr	6		
B1	Block 1	27 Feb	13 May	9	6 Apr	13 Apr
S1	2 Semester 1	27 Feb	13 Jul	18	9 Apr	22 Apr
T2	3 Term 2	23 Apr	01 Jun	6		
B2	Block 2	14 May	22 Jul	9		
WT	4 Winter Term	18 Jun	27 Jul	6		
T3	5 Term 3	06 Aug	14 Sep	6		
B3	Block 3	06 Aug	14 Oct	9		
S2	6 Semester 2	06 Aug	14 Dec	15	17 Sep	23 Sep
T4	7 Term 4	24 Sep	02 Nov	6		
B4	Block 4	15 Oct	16 Dec	9		
SP	8 Spring Term	05 Nov	14 Dec	6		
ST	9 Summer Term 2013	7Jan	25 Feb	8	-	-

IMPORTANT NOTES

Enrolments close 10 days before the start of each period

Recommended study load 10 - 15 hours per week

For further information about this course contact the TAFE School of Business

Telephone (03) 9210 1993

Email tafebusinessonline@swin.edu.au

Web Site www.tafe.swinburne.edu.au/online

Census Dates: <http://www.swinburne.edu.au/studentoperations/fees/census-dates.html>

