Diploma of Project Management

CIT program code: DP-BT17 | National code: BSB50820

Overview

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a range of industry sectors.

Individuals in these roles have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Job opportunities

The job roles that relate to this qualification may include:

Project Manager   Team Lead   Management   Leadership

Delivery mode

The qualification is offered as online self-paced units, with scheduled student-teacher interactions via online virtual meeting or phone. The team also provides term based optional student-teacher online support sessions. Students pre-register for the online sessions that are facilitated weekly during school terms.

Duration

16 weeks to complete each unit or cluster from enrolment date.

Entrance Advice

This course is designed for the development of management skills specific to Project management. To achieve success in this course it is recommended that you already have 1-2 years' experience in managing a small team and that you have project management experience.

Project management requires effective management and administrative skills, including use of Microsoft Office products, communication skills such as listening, confirming instructions, oral communications, and teamwork experience such as working collaboratively with other people, and mentoring junior staff. If you do not have at least basic/intermediate skills in using Microsoft Word and Microsoft Excel, please consider undertaking training to develop these skills prior to enrolment.

If you are not currently managing a team or have access to manage your own project in the workplace, the Certificate IV in Project Management Practice may be a more suitable qualification.

Qualification requirements and enrolment

To gain the Diploma of Project Management Practice at CIT, you must successfully complete the 12 units. 8 core and 4 electives. It is recommended that you enrol into one unit at a time.

To commence we recommend starting with Manage personal and professional development (CRN 40342) or Manage Project Scope (CRN 40338). A link has been provided in these units to our Project Management Information Course Project Management (cit.edu.au) – this information course contains information on enrolment into other units, along with other useful information that will assist you as a student.

You have a maximum of 16 weeks to complete each unit from enrolment date. Most students should complete a unit within 9-12 weeks. It is recommended that you enrol into one unit at a time. Each time you enrol you will be asked to enter a 'start date'. Please only enrol when you are ready to start, for example, the enrol date and start date should be the same date. This is important as automatic emails are sent to all students to keep them on track, and the emails are set from the enrolment date. We have no override for this setting.

CORE Units of Competency – complete all 8 in the order listed below	National ID	CIT Code
Manage Project Scope	BSBPMG530	BUSN 497
Manage Project Time	BSBPMG531	BUSN 498
Manage Project Quality	BSBPMG532	BUSN 499
Manage Project Cost	BSBPMG533	BUSN 500
Manage Project Human Resources	BSBPMG534	BUSN 501
Manage Project Information and Communication	BSBPMG535	BUSN 502
Manage Project Risk	BSBPMG536	BUSN 503
Manage Project Integration (complete as your final unit)	BSBPMG540	BUSN 507

ELECTIVE Units of Competency – complete 4 in any order	National ID	CIT Code
Manage personal and professional development	BSBPEF501	BUSN 484
Manage project governance	BSBPMG539	BUSN 506
Manage project stakeholder engagement	BSBPMG538	BUSN 505
Facilitate continuous improvement	BSBSTR502	BUSN 529
Interpret compliance requirements	BSBAUD514	BUSN 271

Program contacts

Staff	Email	Contact details
Administration support	PM@cit.edu.au	6207 3188
Program Coordinator and Facilitator	Sarah.Silver@cit.edu.au	6207 3793
Facilitator – Saeed Munir	Munir.Saeed@cit.edu.au	0409 444 706 or 6207 8768
Facilitator – Bret O'Neill	Bret.ONeill@cit.edu.au	Please contact via eLearn
Facilitator – Barry Taylor	Barry.Taylor@cit.edu.au	Please contact via eLearn
Head of Department – Jessica Viduka	Jessica.Viduka@cit.edu.au	6207 4977

Study Information

Computer Equipment

To successfully participate in this course, you will need a computer with internet access. Prior to enrolling, it's advisable to be proficient in using Microsoft Word and Excel, or their equivalents. You may also be asked to create audio recordings of your voice, which necessitates having a computer with a microphone or an equivalent recording device. Additionally, for phone discussions and online meetings, you will need either a phone or a computer equipped with a camera and microphone.

Recommended textbook

The recommended textbook for this qualification is by Pearson, Larson and Gray, "Project Management in Practice" 3e 2022. This textbook can be purchased from the CITSA bookshop - citsa.com.au or loaned from the CIT Library. Information on accessing an eBook version from the library has been provided in the course induction.

Course Induction

The initial unit includes a course induction, which comprises a set of instructional videos and crucial study materials. If you are a newcomer to CIT or online learning, it is vital to go through the induction content, as it offers essential insights into course navigation, academic support, completing assessments, progress tracking and accessing your grades.

Coursework

The layout of all units is consistent, we recommend completing the contents of each unit in the following sequence: -

1. **Introduction and Subject Guide** – work through the information provided to understand what you will learn and how you will be assessed. A suggested study schedule for completing units is provided, however our only requirement to complete most units is that you complete the assessment tasks within your enrolment duration.
2. **Learning resources** - we have provided a range of learning resources and activities for you to work through that cover the breadth of each unit. You are also encouraged to complete your own research beyond the resources provided in eLearn.
3. **Support sessions** - participate in the term-based support sessions. These are optional online sessions where you can seek support and guidance from your facilitator. The online sessions are also used to facilitate some assessment tasks. Information on booking these sessions is provided in the course.
4. **Assessments** – complete all assessments as per the instructions and upload for marking. The assessment in each unit varies slightly, however the standard assessment suite consists of:
   - Demonstrating the skills required to manage workplace projects
   - Conversations with your assessor and others to determine your communication skills
   - Populating project documentation that is relevant to the unit performance requirements, for example risk management plans, gantt charts and work breakdown structures.
   - Short answer task to demonstrate knowledge requirements
   - Monitoring projects and reporting on progress

Do I need a workplace project?

For optimal success in this qualification, it is useful to be part of a project team and managing a current project or you have had recent exposure to managing a project. To complete this qualification, you are required to document

your management of a project from start to finish. If you are not currently working on projects in the workplace you are strongly encouraged to arrange work experience as a project manager within a suitable workplace.

We have provided some scenarios that you are able to use for some of the units, however for the final unit Manage Project Integration, you are required to document 3 projects from start to finish. A minimum of 1 of these 3 projects must be a real project and requires access to a workplace project where you are the Project Manager and have managed the project from commencement to conclusion.

Study support

Our teaching team provides ongoing support throughout your studies. We offer **virtual drop-in support sessions during school terms.** More information is available (including dates and times) once you are enrolled.

CIT also provides a range of additional study and student support. Enrolment provides access to STUDY Help and Student support via eLearn.

Extensions

Given the generous enrolment period no extensions will be granted unless you are able to provide documentation supporting extenuating circumstances that warrant a short extension.

Skills recognition and credit transfers

Skills Recognition (RPL) is a formal procedure designed to officially acknowledge and validate the skills acquired through your professional background, life experiences, or prior training. To learn more or to initiate the RPL application process, see Skills recognition information. Click the link, and then the ENROL ME button for access. You are only required to pay for skills recognition after submitting a formal application.

If you have previously completed relevant units at a different training organization, you can apply for credit transfer using the CIT request for credit transfer form. There is no cost associated with credit transfers.