

Diploma of Project Management (BSB50820)

CIT Program No: **DP-BT17 Semester 2, 2021**

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

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.

You have a **maximum enrolment duration of 25 weeks** to complete each unit/unit group from enrolment. **You should only enrol into one unit / or unit group at one time.** An example of a unit group is Manage Project Human resources and Manage project information and communications, these are grouped together to reduce your assessment tasks.

PROGRAM CONTENT AND ASSESSMENT CONTACTS		
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This qualification requires the completion of **12 units**.

8 core units plus 4 elective units, the details of available units are provided on the next page.

UNIT COMPLETION ORDER - It is recommended that you commence your qualification with the electives **Manage personal and professional development** and **Facilitate continuous improvement**. Then move onto the core units, to be completed in the order that they are listed below. The remaining electives can be completed at anytime.

CORE UNITS (Complete all 8)

UNIT NATIONAL TITLE	NATIONAL CODE	CIT CODE	FEES	CRN
Manage Project Scope	BSBPMG530	BUSN497	\$93	76976
Manage Project Time	BSBPMG531	BUSN498	\$93	76977
Manage Project Quality	BSBPMG532	BUSN499	\$93	76978
Manage Project Cost	BSBPMG533	BUSN500	\$93	76979
Manage Project Human Resources	BSBPMG534	BUSN501	\$93	76981
Manage Project Information and Communication	BSBPMG535	BUSN502	\$93	76983
Manage Project Risk	BSBPMG536	BUSN503	\$93	76986
Manage Project Integration <i>Requires the management and documentation of a workplace project from start to finish; plus two other projects (these can be CIT project scenarios)</i>	BSBPMG540	BUSN507	\$137	76987

ELECTIVE UNITS (Complete 4 electives)

UNIT NATIONAL TITLE	NATIONAL CODE	CIT CODE	FEES	CRN
Manage personal and professional development	BSBPEF501	BUSN484	\$132	76980
Manage Meetings <i>Only suitable if you are able to chair at least two workplace meetings</i>	BSBTWK503	BUSN562	\$ 88	76989
Facilitate continuous improvement	BSBSTR502	BUSN529	\$137	76984
Manage project stakeholder engagement	BSBPMG538	BUSN505	\$93	76982
Manage project governance	BSBPMG539	BUSN506	\$93	77004

ELECTIVE UNITS AVAILABLE AS CREDIT TRANSFER UNITS

The following units can be used as credits towards this qualification or may be available via class attendance

Interpret compliance requirements	BSBAUD514	BUSN271
Communicate with Influence	BSBCMM511	BUSN278
Develop critical thinking in others	BSBCRT511	BUSN292
Manage people performance	BSBLDR522	BUSN387
Manage Project Procurement	BSBPMG537	BUSN504
Develop workplace policies and procedures for sustainability	BSBSUS511	BUSN541
Manage team effectiveness	BSBTWK502	BUSN561
Promote the values and ethos of public service	PSPETH003	PSAD120

Enrolment

Each time you enrol you will have a maximum of 25 weeks to complete each unit and/or cluster of units. As you enrol you will also be asked to enter a start date – please only enrol when you are ready to start e.g. 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 based on the enrolment date, we have no override for this setting. Most students should complete each unit/unit cluster within 9 - 12 weeks.

The CRNs for each unit will be made available as you complete units and emailed to you.

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 vocational experience in an industry** that you would like to Project Manage. Project Management requires effective management skills; Administration and computing skills including the use of Microsoft Office products; Communication skills such as listening, confirming instructions, the ability to negotiate, oral communications; and Teamwork experience such as working collaboratively with other people, and supervising staff. If you do not have at least 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 please consider that the Certificate IV in Project Management Practice may be a more suitable qualification.

Do I need a workplace project/experience?

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 will be required to document the management of at least one workplace project.

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.

Resources

There is no prescribed textbook for this qualification, however if you are interested there are plenty of textbooks that cover the course contents, please ask the CIT library staff for assistance if you would like to borrow a textbook (there are limited copies available). We have attempted to cover the breath of the course requirements through eBooks and Lessons in eLearn, however you are encouraged to undertake your own research beyond eLearn.

A textbook that may interest you for this program -

Pearson, Larson and Gray, "Project Management in Practice" 2e 2019, ISBN 978-1760422936

This textbook can be purchased from the CITSA bookshop - citsa.com.au or loaned from the CIT Library.

Support from Facilitators

The details of the unit facilitator are available in eLearn (bottom left of each unit/course page). You are encouraged to make contact with your facilitator for assistance and support. Please feel free to use the eLearn message system to contact them with questions. There are also regular drop in sessions at the Reid campus that you are strongly encouraged to attend.

For existing CIT students

To self-enrol into new units please go to www.cit.edu.au – current student – self service – login and then enrol in additional units.