

Statement of Attainment

Introduction to Project Management Practice

CIT Program code: **SA-BT24**

Semester 1, 2022

To commence **start with Apply Project Scope Management – CRN 80489**

Each time you enrol you have a maximum of **12 weeks** to complete each unit from your enrolment date, as per the web page it is expected that most students will complete each unit in approx. 6-8 weeks.

Order of enrolment	Unit Title	CIT Subject code	National ID	Cost	CRN
1	Apply project scope management techniques (core unit)	BUSN486	BSBPMG420	\$88	80489
2	Apply project quality management techniques (core unit)	BUSN488	BSBPMG422	\$88	80490
3	Apply project time management techniques (core unit)	BUSN487	BSBPMG421	\$88	80491

On successful completion of the 3 units in the Statement of Attainment you may like to consider completing 6 additional units (as listed below) to also complete the Certificate IV in Project Management Practice (BSB41515).

Develop personal work priorities	BUSN482	BSBPEF402
Apply project cost management techniques	BUSN489	BSBPMG423
Apply project risk management techniques	BUSN492	BSBPMG426
Apply project stakeholder engagement techniques	BUSN495	BSBPMG429
Use digital technologies to collaborate in a work environment	BUSN553	BSBTEC404
Apply project info management and communication techniques	BUSN491	BSBPMG425

PROGRAM CONTENT AND ASSESSMENT CONTACTS

Admin Support and questions Joanne Bartell	Joanne.Bartell@cit.edu.au	6207-3244
Facilitator and Instructor Saeed Munir	Munir.Saeed@cit.edu.au	0409-444-706 6207-8768
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Enrolment

The first unit for this statement of attainment is Apply project scope management techniques

Each time you enrol into a new unit you will have a **maximum of 12 weeks to complete the unit**. 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 from the enrolment date, we have no override for this setting. Most students should complete each unit within 4-8 weeks.

Only enrol into one unit at a time.

Entrance Advice

The Statement of Attainment is the first three units of the Certificate IV in Project Management Practice. It is recommended that entrants into this qualification have worked for at least 1-2 years in general administrative roles and experience in staff supervisory tasks in the workplace. The course covers the administrative processes of managing a Project. Project administration requires strong 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.

Do I need a workplace project?

For optimal success in this qualification, it is useful to be part of a project team working on a current project OR you have had recent exposure to work on a project. This is not a mandatory requirement and scenarios has been provided so that you can complete the assessment requirements.

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, learning activities and eLessons in eLearn, however you are encouraged to undertake your own research.

Support from your Facilitator

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.

Additional Support

CIT provides ongoing support throughout your studies and provides tutorial support to all students. Please see links at the top of eLearn (our online learning portal) for access to the STUDY Help and Student support. We also offer evening drop-in support sessions at the Reid campus during school terms – more information is available including dates once you are enrolled.

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.

Assessment

The assessment in each unit varies slightly, however the standard assessment suite consists of: -

- Short quiz (multiple choice, true and false, match definitions to terms, etc.)
- Conversations with your assessor and others to determine your communication skills
- Populating project documentation that is relevant to the unit performance requirements. For example, in the Risk unit you are asked to populate a risk management plan, in the cost unit you populate financial record documentation for your project.