

Introduction to Project Management Practice

Statement of Attainment | Program No: SA-BT24

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.

Enrolment

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.

To commence **start with Apply Project Scope Management**. Semester 1 commences 1 Jan – 30 June, Semester 2 dates are 1 July – 30 December. Typically students' complete units in approx. 8-10 weeks.

Order to complete	Unit Title	CIT Subject code	National ID	2023 CRN	2024 CRN
1	Apply project scope management techniques	BUSN486	BSBPMG420	30749	40396
2	Apply project quality management techniques	BUSN488	BSBPMG422	30750	40397
3	Apply project time management techniques	BUSN487	BSBPMG421	30751	40398

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.

Study Support

You are encouraged to make contact with your facilitator for assistance and 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 offer virtual drop-in support sessions during school terms. More information is available (including dates and times) once you are enrolled.

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.

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.

Program Contacts

Contact person	Email address	Phone
Admin Support and questions	accleg@cit.edu.au	6207-3188
Facilitator - Saeed Munir	Munir.Saeed@cit.edu.au	0409-444-706 or 6207-8768
Facilitator – Barry Taylor	Barry.Taylor@cit.edu.au	Use eLearn dialogue
Head of Department - Jessica Viduka	Jessica.Viduka@cit.edu.au	6207-4977
Coordinator and Facilitator - Sarah Silver	sarah.silver@cit.edu.au	6207-3793

Certificate IV in Project Management Practice

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).

Unit name	CIT Code	National code
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