

# PROJECT MANAGEMENT ESSENTIALS

Project Management Essentials is a course for anyone who wants to learn what project management is about, but who may not be actively involved in projects in a workplace. It provides a strong platform for undertaking the Certificate IV in Project Management Practice or Diploma of Project Management course once someone is actively involved in or exposed to projects in the workplace.

## DELIVERY MODE

The learning and assessment materials for this course are published online on CTI's Learning Management System (LMS). Learning activities can include:

- Reading – providing theory, instructions and examples
- Watching videos
- Online quizzes
- Self-assessment tasks
- Creation of business tools
- Case study tasks
- Workplace activities

## ASSESSMENT

In this course, the assessment of learning is structured and is both formative and summative. Students are expected to complete the workbook activities as they progress through each unit. There is also an assignment for submission to the trainer at the conclusion of the unit.

## SUPPORT

Each student will be allocated a trainer who will be available assist them throughout the learning process and manage the assessment of their work. Students and their trainer will communicate primarily by email and telephone. There is the option of arranging an online meeting if required.

## COURSE STRUCTURE

The course is divided into four units:

Unit 1 – Project fundamentals and scope management

Unit 2 – Project time and cost management

Unit 3 – Project quality and risk management

Unit 4 – Project communications and stakeholder management