

# Public Works Foundations Program



## Course Outline

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### Project Management Foundations

#### What is the Project Management Foundations course?

This course is one of eight **Public Works Foundations Program** courses curated by IPWEA Victoria to develop the skills of public works professionals in key responsibility areas. Each course comprises four 4-hour sessions presented over consecutive weeks.

#### Course Overview

Projects are an essential component of how we work today and this course is designed to teach participants the language, terminology, structures and tools of modern project management. This webinar series is designed for people who want to quickly and efficiently learn the important principles of project management and how to apply them.

#### Modules

Session 1: **Laying the foundations**

Session 2: **Costing the project**

Session 3: **Project leadership**

Session 4: **Delivering a quality project**

#### Learning Objectives

Members will learn the basics of the project life cycle from scoping and planning the project through delivering, monitoring and close with finalisation actions and evaluation. The course gives participants a solid, fundamental knowledge of how to lead projects that deliver.

#### Laying the foundations

- Understand the phases of a project
  - Define the project at a high level
  - Apply some project management tools and techniques to define the scope of the project
  - Record the project scope in a formal document
  - Understand how the scope forms the foundation of the rest of the project
  - Appreciate the relevance of project governance
  - Demystify project terminology
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## Costing the project

- Derive a project schedule from the scope of the projects deliverables
- Practice the basic process of constructing a coherent schedule
- Explore the different types of task dependencies and what they mean in practice
- Appreciate what the critical path is and its implications for the project manager
- Apply resources to the schedule and cost those resources to form the basis of a budget
- Consider some formal methods of task and cost estimation

## Project leadership

- Understand the different dynamics of teams over time
- Appreciate the different leadership behaviours needed to manage the team
- Explore the different causes of resistance to change and how they might be overcome
- Consider a process for managing stakeholders and apply some stakeholder analysis tools
- Recognise the difference between stakeholder communication and engagement actions
- Create an intelligent stakeholder engagement plan

## Delivering a quality project

- Become familiar with a robust risk management process
- Prioritise risks in a systematic way
- Use the different risk treatments available to help identify appropriate risk responses
- Understand the terminology specific to risk management
- Recognise how quality concepts apply to projects
- Differentiate between the quality of the project and the project's products
- Create a simple quality plan
- Be aware of some quality tools

## Delivery

The course is presented online to maximise accessibility for regional & interstate participants.

## Facilitator

Frank Noonan has over 30 years of international business experience in the UK, Europe, Australia and his native Ireland. He has an outstanding track record of results in the fields of business development, project management, coaching, consulting and leadership development. He has worked with some of the world's leading brands/government clients and consistently exceeded clients' expectations to deliver first-class commercial outcomes.

## Who should enrol?

This course has been developed for engineers, technical officers, coordinators and supervisors engaged with the design and construction of community infrastructure.

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## CPD and Badge

The course provides 16-hours of structured professional development. A digital badge is provided on completion for social media application and Public Works Foundations Program graduates will be awarded a **Certificate of Public Works Engineering**.

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## Course Partner

