

## BSBPMG430 Undertake project work

This Fundamentals of Project Management course (BSBPMG430 Undertake project work), is an accredited course offered by Major Training Services to government personnel who are new to working on projects.

Duration: 2.5 days for face-to-face delivery, or  
3 days via facilitator led Zoom delivery.

The course provides an introduction and overview of the basic concepts of project management, based upon the Project Management Body of Knowledge (PMBok). It will enable participants to gain knowledge and skills to deliver results on time and on budget, develop a project plan and prepare a business case to deliver an effective project.

The five elements of project management covered in this course are:

- Introduction to project management
- Initiation phase
- Development phase
- Implementation phase
- Finalisation phase

### Entry Requirements to address Language, Literacy and Digital Literacy (LLND)

It is a requirement that learners wishing to enrol onto the BSBPMG430 Undertake project work course must first satisfy the MTS entry requirements, as follows:

- Prior completion of a Certificate IV level qualification or higher in English (copy of certificate to be provided with enrolment form) to address LLN and
- Completion of a Digital capability questionnaire (included on enrolment form)

If a learner has not completed at minimum, a Cert IV level qualification in the past, MTS will need to request the learner to complete an on-line LLN assessment prior to accepting an enrolment.

For further information on LLND information, please contact the MTS office on 02 9907 2375 or via email to [office@majortraining.com.au](mailto:office@majortraining.com.au).

## Assessment requirements

- Completion of an In-class Activity Book;
- Completion of an Assessment Task booklet

## Course material:

A Participant Manual;

- An In-class Activity book;
- A Assessment Task Book; and
- PowerPoint handout

MTS will provide material to students via email before commencement of the course.

## Face to Face Delivery

- Course material to complete in-class, will be provided at the training venue.
- Please bring your own pen and a laptop if possible.
- Catering not provided

## Student Zoom delivery resource requirements (if not delivered face to face):

For Zoom delivery, students will need access to the following equipment:

- Reliable internet connection
- Computer (either laptop or PC)
- Computer camera
- Microphone
- Access to a second computer screen (if possible)
- Students will be asked to show their ID on the first day of training via the computer camera, in order for the MTS administrator to record individual attendance.

## Course dates:

As per contractual arrangements with your Government Agency/Organisation

## Enrolment:

All relevant documentation and information will be sent to participants prior to the commencement of the course.