



Vocational Institute  
of Australia

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*First Choice for Vocational Education*

## BSB51407 Diploma of Project Management

### Qualification Overview

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

### Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Project Leader
- Project Management Facilitator
- Project or Program Administrator

### Qualification Pathways

#### Prerequisite requirements

COMPETENCY IN EIGHT CORE STREAM UNIT	+	NIL	=	<b>CERTIFICATE IV IN PROJECT MANAGEMENT BSB41507</b>
COMPETENCY IN NINE CORE STREAM UNITS	+	NIL	=	<b>DIPLOMA OF PROJECT MANAGEMENT BSB51407</b>
COMPETENCY IN NINE CORE UNITS			=	<b>ADVANCED DIPLOMA OF PROJECT MANAGEMENT BSB60707</b>

There are no prerequisite requirements for individual units of competency.

### ***Pathways from the qualification***

After achieving the BSB51407 Diploma of Project Management, candidates may undertake the BSB60707 Advanced Diploma of Project Management, a qualification involving the application of high level project and managerial skills, or a range of other Advanced Diploma qualifications.

## Qualification Rules

A total number of 9 units are required to complete this qualification. They consist of:

- 9 Core Units

### Nine Core Units

#### Project Management

BSBPMG501A Manage application of project integrative processes

BSBPMG502A Manage project scope

BSBPMG503A Manage project time

BSBPMG504A Manage project costs

BSBPMG505A Manage project quality

BSBPMG506A Manage project human resources

BSBPMG507A Manage project communications

BSBPMG508A Manage project risk

BSBPMG509A Manage project procurement

<b>Core Units</b>	
<b>Project Management</b>	
<b>Element</b>	<b>Unit Descriptor</b>
<b>BSBPMG501A Manage application of project integrative processes</b>	
1. Manage integration of all functions of project management 2. Coordinate internal and external environments 3. Implement project activities throughout life cycle	This unit describes the performance outcomes, skills and knowledge required to integrate and balance the overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement; and to align and track the project objectives to comply with organisational goals, strategies and objectives.
<b>BSBPMG502A Manage project scope</b>	
1. Conduct project authorisation activities 2. Conduct project scope definition activities 3. Manage application of scope controls	This unit describes the performance outcomes, skills and knowledge required to determine and manage project outcomes. It covers project authorisation, developing a scope management plan, and managing the application of project scope controls.
<b>BSBPMG503A Manage project time</b>	
1. Determine project schedule 2. Implement project schedule 3. Assess time management outcomes	This unit describes the performance outcomes, skills and knowledge required to manage time within projects. It covers determining and implementing the project schedule, and assessing time management outcomes.
<b>BSBPMG504A Manage project costs</b>	
1. Determine project costs 2. Monitor and control project costs 3. Conduct financial completion activities	This unit describes the performance outcomes, skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.

Element	Unit Descriptor
<b>BSBPMG505A Manage project quality</b>	
<ol style="list-style-type: none"> <li>1. Determine quality requirements</li> <li>2. Implement quality assurance processes</li> <li>3. Implement project quality improvements</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to manage quality within projects. It covers determining quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current and future projects.</p>
<b>BSBPMG506A Manage project human resources</b>	
<ol style="list-style-type: none"> <li>1. Implement human resource and stakeholder planning activities</li> <li>2. Implement staff training and development</li> <li>3. Manage the project team and stakeholders</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to undertake human resource management (HRM) within projects. It involves planning for human resources, implementing staff training and development, and managing the project team and stakeholders.</p>
<b>BSBPMG507A Manage project communications</b>	
<ol style="list-style-type: none"> <li>1. Plan communications processes</li> <li>2. Manage project information</li> <li>3. Assess communications management outcomes</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.</p>
<b>BSBPMG508A Manage project risk</b>	
<ol style="list-style-type: none"> <li>1. Determine project risks</li> <li>2. Monitor and control project risks</li> <li>3. Assess risk management outcomes</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to manage risk within a project to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes.</p>
<b>BSBPMG509A Manage project procurement</b>	
<ol style="list-style-type: none"> <li>1. Determine procurement requirements</li> <li>2. Establish agreed procurement processes</li> <li>3. Conduct contracting and procurement activities</li> <li>4. Implement contract and/or procurement</li> <li>5. Manage contract and procurement finalisation procedures</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to undertake procurement and contract management within projects. It covers determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities, and managing finalisation processes.</p>