



The Moreland Group - Project Management Training Courses and Qualifications

Entry and Core Project Management Courses

- Working in Project Teams
- Managing Projects in Organisations – Fundamentals
- Managing Projects in Organisations – Implementing Projects

Specialist Project Management Courses

- Personal Skills in Project Management
- Managing People in Projects
- Project Risk Management
- Procurement Management
- Project Performance Management
- Advanced Project Management Course (PMBOK)
- Project Life Cycles, Measure and Control
- Project Governance Course
- Using MS Project in Planning Projects

Certificate IV in Project Management

Certificate IV in Project Management Application Form

Certificate IV in Project Management Assessment Kit

Course of Study for Certificate IV in Project Management

- Managing Projects in Organisations – Fundamentals
- Managing Projects in Organisations – Implementing Projects
- Certificate IV Assessment/Practical Day

Diploma of Project Management

Diploma of Project Management Application Form

Diploma of Project Management Assessment Kit

Suggested course of Study for Advanced Diploma of Project Management

- Core Project Management Courses (if applicable)
- Diploma Preparation
- Project Risk Management
- Procurement Management
- Project Performance Management
- Advanced Project Management Course (PMBOK)
- Project Life Cycles, Measure and Control





Entry and Core Project Management Training

Target Group: project team members, team leaders, and project managers.

Working in Project Teams

This course is targeted at those people who are, or soon will be, members of project teams. It introduces the project management processes, methodologies, language and tools that project team members will need to be across, when working as part of a professional project team with a professional project manager.

Managing Projects in Organisations – Fundamentals

The Managing Projects in Organisations - Fundamentals Course primarily gives participants an overview of project management and an end-to-end model or framework, to help participants:

- See and do what is necessary in initiating the project and defining project scope
- Know what things need to be planned for to deliver the scope of project
- Know what to look for, what to track, and what participants need to change in order to successfully implement the plan,
- Know how to successfully close projects and review the results achieved

This course introduces a framework, which serves as a model that participants can use when managing projects. This framework will cover all areas of project management and includes an effective toolset to manage projects. The emphasis in the course, and the greater proportion of the two days, is spent on scoping and planning projects.

Managing Projects in Organisations – Implementing Projects

Following on from the Fundamentals program, this course focuses in detail on the **Execution and Control Phase** and the **Closing Phase**, and the tools, technique and skills that need to be undertaken or applied to ensure a project happens as planned, results are achieved and the project is completed to specification, on time and on budget.

The course is built around an extensive case exercise – a project which you become a part of with other course participants.

By working in this project you will examine in detail how to successfully deliver and close projects, manage stakeholders, undertake status reporting, manage meetings, manage change and risks, undertake project closeout activities, post implementation reviews, and more.



Specialist Project Management Training

Target Group: project managers, experienced project managers, project owners/sponsors, participants undertaking the Diploma of Project Management

Personal Skills in Project Management

Effective project management requires a high level of effectiveness in project managers in the way they deal with other people, interpersonally, and in all avenues of communication with others. This course ensures that the foundation skills for working with other people are honed to a high degree. Covering areas such as:

- interpersonal communication,
- presenting information,
- chairing meetings,
- negotiating,
- developing enthusiasm and creativity, and
- clear thinking and analysis

Managing People in Projects

This course brings focus to the aspects of people and team management in a project manager's role. People management is a key to project management success within organisations as most project team members are not dedicated solely to a single project and report to other line or project managers.

Project Risk Management

The course is also designed for Project Managers who need to better understand risk management as part of their day to day work. Environmental, organisational and project-specific risks (schedules, budgets etc) are all considered.

Procurement Management

Procurement management involved the management of contracting activities from formation such as product and contract definition, performance management and administration. It also includes contract finalisation.

The purpose of this course is to improve the skills of those project managers who are involved with formal procurement processes: specifying, locating, selecting, managing and closing the temporary supply of products and services to projects.

Project Performance Management

This course focuses on the performance aspects of projects, establishing standard negotiating parameters and managing the performance of projects to meet those standards. By having a consistent focus on performance, participants should benefit by gaining in-depth appreciation of performance factors in projects. Topics include stakeholder and customer management, quality and communication.



Advanced Project Management Course (PMBOK)

The course covers the nine functions of project management specified in the Project Management Institute's (PMI) Project Management Book of Knowledge (PMBOK).

The course will provide an opportunity for consideration of all nine functions of project management in an integrative manner. As an advanced course, it is aimed at those who have considerable experience in project management and who have previously undertaken project management training.

Project Life Cycles, Measure and Control

The course focuses thinking and develops techniques for the various management activities required over the life of the project. Projects (particularly large projects) go through phases during which the role and focus of project manager's change and different techniques are thought through and applied. The course emphasises the two key project constraints of time and cost management.

Project Governance Course

The course provides information ideas and possible strategies to those who need to ensure project management is effective with an organisation. It targets project management systems and methodologies and project manager skills and performance as well as providing a sophisticated view of project management strategies.

Using MS Project

MS Project is the most commonly used scheduling/tracking tool for projects. Projects team are required to be able to read, understand terminology of and interpret data contained in Gantt Charts, such as milestones and critical tasks. Project team members are commonly asked, by the project manager, to create, track and manage tasks for sub-project(s) they are be responsible for.

This program can be undertaken as a single day, or as a two day (advanced) program. The course will cover the most commonly used areas, and will include practical tips on how to effectively set up, create and manage a project schedule with MS Project.