



NATIONALLY RECOGNISED
TRAINING

Certificate IV in Project Management Practice:

Graduates of the [Project Planning Breakthrough](#) courses can now gain a BSB40920 Cert IV in Project Management qualifications.

We can complete this with you and your organisation by means of:

1. Recognition of Prior Learning through an evidence portfolio and an assessment. We provide each candidate an assessment book which outlines the type of evidence they need to provide in order to show that they are competent in each area. Coaching is provided via organised phone and WebEx meeting throughout the process. Students then have a workplace assessment linked to their evidence portfolio.
2. A face to face method which is offered in flexible options. This can be done either as a week, or over a number of days across several months, evening classes, or weekend delivery. These flexible solutions will offer you and your organisation the opportunity to complete the programs with support from the dedicated Facilitator and assessor of these programs who will work with your team to ensure the practical application and knowledge, with the theory and skills are met for you.

Priority Management is also globally recognised training provider with the Project Management Institute, graduates of both Priority Management's Working Smart with Microsoft Project and Project Planning Breakthroughs courses can obtain Professional Development Units.

Project Planning Breakthrough
Working Smart with Microsoft Project

1161-PMB00020
1161-TN061161

21PDU's
7PDU's

Working Sm@rt[®]
WITH
Project
Microsoft

Project Planning
Breakthroughs

BSB40920 CERT IV Project Management Practice is suitable for people who are involved in projects but don't manage the project. Assessment via RPL and RCC is suitable for those who have experience in working on or managing a project.

UNIT 1: **BSBPMG420** Apply project scope-management techniques

- Element 1.1 – Contribute to defining project scope
- Element 1.2 – Apply project scope controls
- Element 1.3 – Contribute to review of scope controls

UNIT 2: **BSBPMG421** Apply project-time-management techniques

- Element 2.1 – Assist in the development of project schedule
- Element 2.2 – Maintain project schedule
- Element 2.3 – Participate in assessing time-management outcomes

UNIT 3: **BSBPMG422** Apply project-quality-management techniques

- Element 3.1 – Contribute to project quality planning
- Element 3.2 - Apply quality policies and procedures
- Element 3.3 – Contribute to project continuous improvement process

UNIT 4: **BSBPMG423** Apply project cost-management techniques

- Element 4.1 – Assist in developing the project budget
- Element 4.2 – Monitor project costs
- Element 4.3 - Contribute to cost finalisation

UNIT 5: **BSBPMG424** Apply project human resource management approaches

- Element 5.1 – Assist in determining human resource requirements
- Element 5.2 - Contribute to establishing and maintaining productive team relationships
- Element 5.3 – Assist with human resource monitoring
- Element 5.4 – Contribute to evaluating human resource practices

UNIT 6: **BSBPMG425** Apply project information management and communication techniques

- Element 6.1 – Contribute to communications planning
- Element 6.2 – Conduct information-management activities
- Element 6.3 – Communicate project information
- Element 6.4 – Contribute to assessing effectiveness of communication

UNIT 7: **BSBPMG426** Apply project risk-management techniques

- Element 7.1 – Assist with risk analysis and planning
- Element 7.2 – Perform risk-control activities
- Element 7.3 - Contribute to assessing risk-management outcomes

UNIT 8: **BSBPMG427** Apply project procurement procedures

- Element 8.1 – Assist with procurement planning
- Element 8.2 – Contribute to supplier selection process
- Element 8.3 - Conduct procurement activities
- Element 8.4 - Assist in finalising procurement activities

UNIT 9: **BSBPMG429** Apply project stakeholder engagement techniques

- Element 9.1 – Assist in identifying and addressing stakeholder interests
- Element 9.2 – Actively participate in stakeholder engagement
- Element 9.3 - Assist stakeholder communications