

Priority Management Australia

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A Better Way To Work

BSB50820

DIPLOMA OF

PROJECT MANAGEMENT





A Better Way To Work



INTRODUCTION

The 50820 Diploma of Project Management is designed for individuals seeking to strengthen their knowledge and skills in project management. This nationally recognised qualification equips you with the practical tools and confidence to plan, implement, and oversee projects successfully from start to finish.

Whether you are new to project management or looking to formalise your existing experience, this program provides the essential capabilities to manage projects effectively and lead teams with confidence.

We can deliver this program with you and your organisation through one of two pathways, ensuring flexibility to suit your needs and goals.

1. Recognition of Prior Learning (RPL)

If you already have experience working in project administration, you may be able to complete your qualification through RPL. You will compile an evidence portfolio supported by structured assessment activities. Our secure online Learning Management System (LMS) will guide you through each step, and you will have access to optional coaching sessions via Microsoft Teams for personalised guidance and feedback.

2. Self-Paced eLearning

Our self-paced eLearning gives you the freedom to learn whenever it suits you. You will work through interactive online modules and assessments at your own pace, with the option to access personalised coaching sessions via Microsoft Teams for extra support and guidance whenever you need it.

Graduates of our Working Smart with Microsoft Project and Project Planning Breakthroughs courses can also earn Professional Development Units (PDUs).

These PDUs can be applied toward the continuing certification requirements (CCR) for maintaining PMI credentials.

Project Planning Breakthroughs – 1161-PMB00020 – 21 PDUs

Working Smart with Microsoft Project – 1161-TN061161 – 7 PDUs

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To complete this qualification, students must complete 8 core units and 4 elective units.

Core Units

01 **BSBPMG530 - Manage Project Scope**

Learning Outcomes

Secure project authorisation and confirm governance/delegations
Define boundaries, deliverables and measurable benefits
Develop a scope management plan and change control approach
Monitor scope, assess impacts and document improvements

What to Expect

Stakeholder negotiation to build a shared understanding of outcomes
Practical tools for scope definition, WBS, and scope control

02 **BSBPMG531 Manage Project Time**

Learning Outcomes

Build a WBS, estimate effort/duration and sequence tasks
Create a schedule baseline using recognised tools and techniques
Track progress, analyse variances and forecast impacts
Review time management outcomes and recommend improvements

What to Expect

Hands-on scheduling with critical path concepts and status reporting
Practical change control for time variances

03 **BSBPMG532 Manage Project Quality**

Learning Outcomes

Set quality objectives, standards and metrics with stakeholders
Develop a quality management plan (QMP)
Apply quality assurance and control methods
Use audit results to drive continuous improvement

What to Expect

QA/ QC in action: audits, checks, root-cause analysis and remedies
Maintaining a simple quality management system and records

04 **BSBPMG533 Manage Project Cost**

Learning Outcomes

Identify resource needs and estimate costs within tolerances
Build a defensible budget and cost management plan
Monitor spend, address variances and report accurately
Close out financials and capture lessons learned

What to Expect

Budgeting tools, variance analysis and corrective actions
Clear, timely financial reporting across the lifecycle

TABLE OF CONTENTS

To complete this qualification, students must complete 8 core units and 4 elective units.

Core Units

05

BSBPMG534 Manage Project Human Resources

Learning Outcomes

Plan project roles and match capabilities to tasks
Implement team onboarding, training and development
Monitor performance, coach for improvement and resolve conflict
Finalise HR activities and document improvements

What to Expect

Practical role descriptions, performance measures and coaching tools
Techniques for team wellbeing and managing resource conflicts

06

BSBPMG535 Manage Project Information & Communication

Learning Outcomes

Identify information needs and build a communication plan
Establish project information systems and validation processes
Maintain effective stakeholder communication networks
Archive records and improve future information flows

What to Expect

Fit-for-purpose comms plans, channels and cadences
Simple, compliant information management from creation to disposal

07

BSBPMG536 Manage Project Risk

Learning Outcomes

Define risk context, identify threats and opportunities
Analyse and prioritise risks (qualitative/quantitative)
Select and implement treatments and controls
Monitor, review and adapt responses as context changes

What to Expect

Practical risk registers, rating systems and treatment plans
Continuous risk review cycles and post-project improvements

08

BSBPMG540 Manage Project Integration

Learning Outcomes

Initiate projects with clear charters and aligned objectives
Integrate all PM functions into a single, approved plan
Monitor scope, time, cost, quality and change together
Close projects, hand over deliverables and capture lessons

What to Expect

Whole-of-project control, status reporting and change impact analysis
Maintaining alignment with organisational strategy throughout

TABLE OF CONTENTS

To complete this qualification, students must complete 8 core units and 4 elective units.

Elective Units

01

BSBAUD514 Interpret compliance requirements

Learning Outcomes

Identify and interpret internal and external compliance obligations
Assess and prioritise compliance requirements
Document and report compliance information

What to Expect

Understanding organisational, regulatory and legislative compliance
Applying compliance requirements in everyday work

02

BSBCMM511 Communicate with influence

Learning Outcomes

Adapt communication style to influence outcomes
Present, negotiate and participate in meetings effectively
Use feedback and questioning to enhance understanding

What to Expect

Leading meetings, negotiations, and presentations
Influencing decisions and building strong professional relationships

03

BSBCRT511 Develop critical thinking in others

Learning Outcomes

Promote critical thinking and problem-solving
Support others to develop reasoning and analytical skills
Monitor and refine critical thinking practices

What to Expect

Encouraging questioning and evaluation
Coaching others to apply critical thinking to workplace decisions

04

BSBDAT501 Analyse data

Learning Outcomes

Collect and interpret organisational data
Apply analysis techniques to identify trends and insights
Prepare reports to support decision-making

What to Expect

Turning raw data into actionable insights
Presenting analysis to inform strategic decisions

TABLE OF CONTENTS

To complete this qualification, students must complete 8 core units and 4 elective units.

Elective Units

- 05** **BSBINS501 Implement information and knowledge management systems**
- Learning Outcomes**
Develop and implement information and knowledge management systems
Manage access, security, and compliance requirements
Review and improve system effectiveness
- What to Expect**
Managing organisational information efficiently
Ensuring proper governance and data accessibility
-
- 06** **BSBLDR522 Manage people performance**
- Learning Outcomes**
Set performance expectations and goals
Monitor, review, and provide feedback
Address underperformance and recognise success
- What to Expect**
Leading performance management processes
Coaching and developing team capabilities
-
- 07** **BSBLDR601 Lead and manage organisational change**
- Learning Outcomes**
Analyse change needs and impact
Develop and implement change strategies
Monitor and embed change initiatives
- What to Expect**
Managing transitions and resistance
Supporting staff through organisational change
-
- 08** **BSBOPS501 Manage business resources**
- Learning Outcomes**
Identify resource requirements and develop plans
Allocate and monitor resources
Review and report on resource performance
- What to Expect**
Managing human, financial, and physical resources
Ensuring optimal resource utilisation

TABLE OF CONTENTS

To complete this qualification, students must complete 8 core units and 4 elective units.

Elective Units

09 **BSBPPEF501 Manage personal and professional development**

Learning Outcomes

Develop personal and professional development plans
Support others' development goals
Monitor and review development outcomes

What to Expect

Using tools to plan and track professional growth
Facilitating development opportunities

10 **BSBPMG537 Manage project procurement**

Learning Outcomes

Confirm objectives, budget, and procurement strategy
Develop procurement management plan and selection criteria
Source, evaluate, and negotiate with suppliers
Manage contracts, variations, and close-out activities

What to Expect

End-to-end procurement: market approach to contract management
Probity, governance, and complete procurement records

11 **BSBPMG538 Manage project stakeholder engagement**

Learning Outcomes

Identify and analyse stakeholders
Develop engagement strategies and communication plans
Monitor and adjust stakeholder engagement

What to Expect

Engaging stakeholders effectively across the project lifecycle
Managing expectations and resolving conflicts

12 **BSBPMG539 Manage project governance**

Learning Outcomes

Develop governance structures and frameworks
Implement governance processes and monitor compliance
Review and improve governance performance

What to Expect

Oversight of decision-making, accountability, and risk
Maintaining compliance and reporting frameworks

TABLE OF CONTENTS

To complete this qualification, students must complete 8 core units and 4 elective units.

Elective Units

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BSBPMG541 Manage complex projects

Learning Outcomes

Plan and manage complex projects
Coordinate resources, schedules, and stakeholders
Monitor and evaluate project outcomes

What to Expect

Managing multifaceted projects with multiple dependencies
Ensuring timely and effective delivery

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BSBSTR501 Establish innovative work environments

Learning Outcomes

Foster a culture of innovation
Implement innovative practices and systems
Evaluate and refine innovation initiatives

What to Expect

Encouraging creativity and experimentation
Supporting knowledge sharing and collaboration

15

BSBSTR502 Facilitate continuous improvement

Learning Outcomes

Lead continuous improvement initiatives
Develop strategies to monitor and enhance performance
Manage improvement opportunities

What to Expect

Applying structured improvement processes
Embedding a culture of review and refinement

16

BSBSUS511 Develop workplace policies and procedures for sustainability

Learning Outcomes

Develop sustainable workplace policies and procedures
Implement sustainability initiatives
Monitor and evaluate outcomes

What to Expect

Reducing environmental impact in operations
Ensuring compliance with sustainability standards

TABLE OF CONTENTS

To complete this qualification, students must complete 8 core units and 4 elective units.

Elective Units

17

BSBTWK502 Manage team effectiveness

Learning Outcomes

Establish team roles, responsibilities and goals
Build cohesion and collaboration
Monitor team performance and address issues

What to Expect

Leading teams to achieve objectives efficiently
Coaching, feedback and problem-solving

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BSBWHS521 Ensure a safe workplace for a work area

Learning Outcomes

Identify hazards and assess risks
Implement safety procedures and systems
Monitor and evaluate workplace safety

What to Expect

Maintaining safe work practices
Promoting a culture of safety and compliance

19

ICTICT517 Match ICT needs with the strategic direction of the organisation

Learning Outcomes

Analyse organisational ICT requirements
Recommend ICT strategies aligned with business goals
Implement ICT solutions and evaluate effectiveness

What to Expect

Aligning ICT with organisational objectives
Supporting strategic decision-making

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ICTICT526 Verify client business requirements

Learning Outcomes

Identify client requirements and expectations
Analyse and document business needs
Validate requirements with clients and stakeholders

What to Expect

Working with clients to capture accurate business needs
Translating requirements into actionable project tasks

TABLE OF CONTENTS

To complete this qualification, students must complete 8 core units and 4 elective units.

Elective Units

21

MSS015022 Develop strategies for more sustainable use of resources

Learning Outcomes

Analyse resource use and efficiency
Develop strategies for sustainable resource utilisation
Implement and monitor sustainability initiatives

What to Expect

Reducing waste and improving efficiency
Integrating sustainable practices into operations

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PSPETH003 Promote the values and ethos of public service

Learning Outcomes

Apply public service values in professional conduct
Promote ethical decision-making and accountability
Model and reinforce public service behaviours

What to Expect

Demonstrating integrity and transparency
Supporting ethical culture and standards in the workplace



A Better Way To Work

Priority Management Australia

At Priority Management Australia, we are committed to delivering exceptional training and ongoing personalised one-on-one coaching to ensure that every participant not only meets but exceeds their potential.

Our promise is to provide top-tier training and continuous support, empowering you to achieve your highest goals and thrive in your career.

Contact Us

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