

Aligned with
NSW Public
Sector Capability
Framework

Project Management Fundamentals

This workshop uses the project lifecycle as a framework and is focused on providing participants with practical project management tools and techniques. Content covered includes identifying project goals, scoping, planning, risk management, communication and closing activities, to ensure a complete understanding of the project process. The course is appropriate for smaller projects or people new to project management and provides a solid foundation and methodology for further skills development.

KEY CONTENT



Understand framework for planning and managing projects



Development of project schedules and plans to contribute to the identification of project deliverables



Roles and responsibilities within a project team



Risk Management



Monitor and evaluate project progress against identified goals



Communication throughout the project



Problem solving and identifying potential problems within the project



WHO SHOULD ATTEND

This course is open to any person working in the local government sector wanting to develop their project management skills.

BENEFITS FOR THE DELEGATE

Participants will leave this course with an increased ability to effectively manage and contribute within work-based projects, as well as an understanding of project management terminology, tools and techniques.

BENEFITS FOR COUNCIL

Council can expect teams to have an increase in project management skills as well as improved scoping, planning and communication on projects, delivering project outcomes more readily.

NSW PUBLIC SECTOR CAPABILITY FRAMEWORK

The capability framework describes the core capabilities and behaviours required of public sector employees, across all occupational groups. It provides a common foundation for creating roles, managing performance, development and career planning. Additional information can be found at: <http://www.psc.nsw.gov.au/workforce-management/capability-framework>

Participants who complete Project Management Fundamentals training will fulfil the requirements of the Intermediate Descriptor Level as detailed below.

Results **Deliver results:** Complete work tasks to agreed budgets, timeframes and standards. Take the initiative to progress and deliver own and team work. Contribute to allocation of responsibilities and resources to ensure achievement of team goals. Seek and apply specialist advice when required.

Plan & prioritise: Understand the team objectives and align operational activities accordingly. Initiate, and develop team goals and plans and use feedback to inform future planning. Respond proactively to changing circumstances and adjust plans and schedules when necessary. Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals. Accommodate and respond with initiative to changing priorities and operating environments.

Think & solve problems: Research and analyse information and make recommendations based on relevant evidence. Identify issues that may hinder completion of tasks and find appropriate solutions. Be willing to seek out input from others and share own ideas to achieve best outcomes. Identify ways to improve systems or processes which are used by the team.

Demonstrate accountability: Take responsibility and be accountable for own actions. Understand delegations and act within authority levels. Identify and follow safe work practices, and be vigilant about their application by self and others. Be alert to risks that might impact the completion of an activity and escalate these when identified. Use financial and other resources responsibly.

Business Enablers **Finance:** Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending. Take account of financial and budget implications, including value for money in planning decisions. Present basic financial information to a target audience in an appropriate format. Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them. Display an awareness of financial risk and exposure and solutions to address these.

Procurement & Contract Management: Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management. Conduct delegated purchasing activities, complying with prescribed guidelines and procedures. Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements.

Project Management: Perform basic research and analysis which others will use to inform project directions. Understand project goals, steps to be undertaken and expected outcomes. Prepare accurate documentation to support cost or resource estimates. Participate and contribute to reviews of progress, outcomes and future improvements. Identify and escalate any possible variance from project plans.

For further information contact:

Melinda Budd

02 8297 1210

training@lgprofessionals.com.au

* By registering for this training session you are accepting the Terms & Conditions as detailed on our website.



Facilitator: RICHARD WALKER

Richard Walker has 25 years' corporate experience encompassing senior managerial, risk, operations and compliance roles with several leading global institutions. Complementing this experience, he has deep governance knowledge gained from having been a board member of several entities, and is also currently director of a not-for-profit. More recently, Richard has written and delivered bespoke training programs for clients drawn from the corporate, government, and financial services around the world.

IN-COUNCIL DELIVERY

If you have a number of people at your council or in your region that would benefit from this programme, this course is available for in council delivery. With any group size up to 20, room size permitting, we will come to your council and deliver a tailored version of the course designed for your team members.

This price includes workshop material and travel expenses, as well as tailoring the programme for your councils specific training outcomes. The venue, audio visual and catering is to be provided by council.

In council training: \$4,500 + GST

***REGISTER NOW!**

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