



THE UNIVERSITY OF  
SYDNEY

**Project  
Management  
Introduction  
Course:  
Lifecycle,  
Governance and  
Workplace  
Application**

*Centre for  
Continuing Education*

# Project Management Introduction Course: Lifecycle, Governance and Workplace Application



This one-day course teaches the fundamentals of project management for project managers and anyone who works on projects. Project managers and team members are more successful when they use proven techniques and processes in their projects, no matter the scale or impact.

## Prerequisites

None

## Intended audience

This course is for professionals involved in planning, coordinating or delivering projects and business improvement initiatives in their organisation. It applies across structured and fast-moving project environments, including engineering, construction, health, education, government, commercial and non-profit sectors.

- Project managers looking to improve planning, delivery and oversight
- ‘Accidental’ project managers managing projects without formal training
- Team leaders, supervisors and business leaders responsible for project outcomes
- Project coordinators, business analysts and subject matter experts
- Change leaders, managers and support staff involved in organisational initiatives
- Anyone working on projects who wants to better manage timelines, stakeholders and priorities



### Course duration

1 session, 8 hours total



### Time

9am - 5pm



### Format

Face-to-face  
or  
Online in real-time



### Dates

Browse available  
[course dates](#)



## Upon completion

Every participant receives a University of Sydney statement of completion.



## Outcomes

By the end of this course, you should be able to:

- manage a simple project using a structured approach
- apply key project planning activities including scheduling, budgeting, and managing risk
- monitor and control a project at a high-level including reporting progress and managing change in a controlled manner
- close a project including conducting a post-implementation review.



## Content

### Initiating a project

- Preparing the project charter
- Identifying stakeholders

### Planning a project

- Identifying project scope
- Creating a Work Breakdown Structure (WBS)
- Developing a project schedule
- Defining a project budget
- Planning stakeholder engagement and communication
- Identifying, recording and evaluating risks

### Monitoring and controlling a project

- Executing a project from start to finish
- Reporting on project progress
- Completing a change request for approval

### Closing a project

- Conducting customer handover
- Conducting a post-implementation review

### Even more

- Simple tools and templates that can be used on your project straight away
- Exploring advanced tools beyond the course
- Content aligned to the latest project management theory including PMBOK Edition 8, and Artificial Intelligence (AI)



*“Well paced, presenter was engaging and provided lots of practical examples which both held attention and provided best explanation.”*

**Anna Gamlin**



*“The course was very informative and provided me with many useful tools I feel confident I can now introduce into my day-to-day work. The content was delivered in an easy to understand and well-structured way. The inclusion of practical task-based learning helped a lot to demonstrate and engrain what was taught.”*

**Liam Williams**



### **Delivery style**

This course focuses on experiential learning. Content is broken into 10-15 minute blocks and immediately followed by group activities that put theory into practice.

A range of interactive methods will be used including:

- storytelling and the use of professional examples to exhibit concepts
- self-reflection and group discussions
- case studies where the concepts are actively applied
- individual and team activities and presentations
- suggested readings for after training.

### **Materials**

You will receive:

- online course materials with case study activities
- an online project management toolkit with templates

### **What you need to do before the course**

Please bring your laptop to class to access the course learning materials.



### **Organisational training and development**

This course can be delivered as a private session for groups of six or more, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF  
**SYDNEY**

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,  
*inspire leadership*

**For more information**

Centre for Continuing Education  
+61 2 7255 1577

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