



THE UNIVERSITY OF
SYDNEY

**Practical Project
Management
Course:
Scheduling,
Scoping,
Budgeting, Risk
and Reporting**

*Centre for
Continuing Education*



Practical Project Management Course: Scheduling, Scoping, Budgeting, Risk and Reporting



This two-day project management course teaches the fundamentals of project management, along with essential technical project management skills. This course provides project managers with tools to effectively plan, monitor and control scope, schedule and cost throughout the life of your project.

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

2 sessions, 16 hours total



Time

9am - 5pm



Format

Face-to-face
or
Online in real-time



Dates

[This course](#) is available for corporate bookings only.



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
- develop an awareness of leading practice tools and techniques for consideration for future professional development
- allocate work to resources
- apply scheduling tools, including defining your critical path
- apply estimation techniques to define a project budget and schedule
- prepare a project cost estimate and budget
- describe earned value management techniques to develop an integrated baseline and track progress, performance and forecast completion date and cost
- apply risk management techniques and integrate risk treatments into the project plan.





Content

Module 1: Introduction to project management

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)

Module 2: Technical skills

Planning a project

- Preparing a project schedule and budget
- Estimation techniques
- Identifying, recording and evaluating risks
- Building risk treatments and contingencies into your project plan

Monitoring and controlling a project

- Measuring project performance
- Earned Value Management
- Integrated performance baseline
- Effective status reports

Even more

- Tips for project success, including what not to do
- Exploring advanced tools, beyond the course
- Content aligned to the latest project management theory including PMBOK Edition 8, and Artificial Intelligence (AI)



“The tutor was so engaging and knowledgeable and helpful. Such great resources that I am already using in my workplace.”

Philippa Campbell



“Angela was very thorough and an excellent instructor throughout the 2 days. It was very insightful and I enjoyed the content and the delivery. My key takeaway was the use of the Gantt charts on Day 2 - its evolution and usefulness throughout the project was great to learn.”

Raymond Zhu



Delivery style

This two-day 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-based activities and presentations
- suggested readings to support continued learning after the course.

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

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