

# Introduction to Project Management



## College of Electrical Training (CET)

9 Cressall Rd, Balcatta WA 6021

PO Box 811, Balcatta WA 6914

Ph (08) 9240 7700 Fax (08) 9240 4349

5 Avior Avenue, Jandakot WA 6164

PO Box 3857, Success WA 6469

Ph (08) 9417 8166 Fax (08) 9417 8766

[www.cet.asn.au](http://www.cet.asn.au)

*Connect Your Mind*

## Course Overview

This course provides an introduction to Project Management through the efficient and effective use of time and resources. It looks at the role of the project manager and takes participants through the principle elements of project management and how to apply them to any project.

## Course Outline

- Fundamentals of project management
- Developing an outline
- Project goals
- Task outline
- The schedule
- The budget
- Team management
- Maintaining control

## Participants will be better able to

- Understand the value of effective project management
- Understand the roles and responsibilities of a project manager
- Use the primary skills methodology required to run a project
- Organise and manage a project team
- Develop a realistic schedule
- Apply budgeting principles to a project
- Maintain control of a project

## Features

- Interactive workshop for all participants
- Practical 'hands-on' approach to subject matter
- Strong motivational element
- Clear understanding of project management

## Benefits

*Participants will discover*

- The fundamentals of project management
- How to establish project goals
- Principles of timing and budget
- The process of running a project
- Strategies for managing teams
- How to maintain control

## Who Should Attend

People in supervisory or management positions who have had limited exposure to the field of project management, and anybody who wishes to apply the principles of project management to other planning activities.

## Certification

Upon successful course completion students are provided with a Certificate of Completion.

## Course Duration

1 day

## How to Enrol

Complete the attached course registration form and return the document to the College of Electrical Training together with your payment of course fees.

This course is only run on demand so therefore it will be subject to numbers. Please complete and return the registration form to register your interest, once we have enough people interested in the course we will schedule a date.

## Course Fees

\$200.00 per person

**Discounts available to groups of six or more**

## Skills Recognition

Our skills recognition process benefits students who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption.

If you believe you are entitled to any of the abovementioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

8 days or more prior to course commencement      100% fee refund

2 to 7 days prior to course commencement      90% fee refund

1 day or less prior to course commencement      Nil fee refund

Should you have any queries please do not hesitate to contact:

### Balcatta Campus

**Taya Marshall**

Phone: (08) 9240 7700      Email: admin4@cet.asn.au

### Jandakot Campus

**Dianna Sweet**

Phone: (08) 9417 8166      Email: admin9@cet.asn.au

## Registration Form Induction to Project Management

Balcatta Campus     Jandakot Campus

Where did you find out about the CET?  
\_\_\_\_\_

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Private Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Facsimile \_\_\_\_\_

Company \_\_\_\_\_

Company Address \_\_\_\_\_

Company Ph No. \_\_\_\_\_

Course Date \_\_\_\_\_

## Course Fees

Please find enclosed my cheque / money order / credit card authority / company purchase order payable to the CET for \$\_\_\_\_\_.

Paid by (if other than student, please provide name and address details)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Registration on this course is subject to receiving payment of course fees.**

The College of Electrical Training (CET) is the major private training provider for the Western Australian electrical and telecommunications industries.

**Excellence in customer service is our priority and you will find that in comparison with other colleges the CET is outstanding. We offer modern 'state of the art' facilities and quality training by industry for industry.**

Please forward your registration form with your payment to:  
See address details on front page

