

Flexible > Relevant > Practical > Engaging



NZ Institute of Highway Technology Limited (NZIHT), in conjunction with Continuing Professional Development (CPD) - online and e-learning specialists, now offers a range of courses in an online format. We understand that everything has to be fitted into a busy work and life schedule and have chosen the flexibility of online courses for this reason. Over many years a series of professional development courses that provide worthwhile practical skills which can be applied to your life, workplace and career.

Project Management Essentials – Part 2

This online package course follows and builds on [Project Management Essentials - Part 1](#) and includes several individual project management courses.

WHAT THIS COURSE COVERS:

Practical, engaging and interactive, it consists of seven Modules. The majority of these Modules are offered as separate courses as well. However this bundle offers better value for money.

Module 1 - The Work Breakdown Structure [TOTAL 2.5 HOURS]

Identify all the tasks in a project; describe what is involved with each task; develop a comprehensive work breakdown structure in graphic or outline format using the practical skills and techniques provided in the online course.

This Module is available as a separate on-line course.

Module 2 - The Project Work Schedule [TOTAL 2.5 HOURS]

Define key terms relating to work scheduling; identify the steps in scheduling the work and place them in a logical order; estimate time and duration for each task; understand how to identify resource requirements; sequence the tasks using network diagrams and Gantt charts; create a draft work schedule and optimise the schedule.

This Module is available as a separate on-line course.

Module 3 - Project Costing and Budgeting [TOTAL 2.5 HOURS]

Understand the financial resources required to successfully complete projects; develop cost estimates; determine the purpose and degree of accuracy of estimates; identify key cost categories; select and use appropriate costing methods; factor in risks, apply contingency reserves and review estimates.

Module 4 - Establishing the Project Team [TOTAL 1.5 HOURS]

Know the five defining characteristics of a team; understand the six key elements for establishing a successful project team; gain a better understanding of your personal characteristics and how they may affect team interactions.

ON LINE COURSES

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Module 5 - Risk Management [TOTAL 2 HOURS]

Definitions and a description of the risk management process; practical skills for preparing a Risk Management Register so that you can incorporate sound risk management into all of your projects going forward. A coded Excel template is also provided so you can easily create a comprehensive Project Risk Register. This Module is available as a separate on-line course.

Module 6 - Communications Planning [TOTAL 2 HOURS]

Define the purpose and content of the Communications Plan; know who you need to communicate with; understand what information needs to be communicated; know how and when this communication should take place; understand formal and informal project communication methods; write a Communications Plan suited to the scope and scale of your project. This Module is available as a separate on-line course.

Module 7 - Quality Management [TOTAL 2 HOURS]

Define quality and quality management; list the steps of your project's quality management process; prepare a Quality Management Plan; incorporate sound quality management processes into all of your projects going forward. This Module is available as a separate on-line course.

WHO SHOULD TAKE THIS ONLINE PROJECT MANAGEMENT COURSE?

- Project managers
- Project team leaders and project team members
- Any practitioners intending to move into project management or leadership roles
- Anyone involved in planning and managing projects
- Public or private sector managers, supervisors, consultants, cross-functional team leaders or anyone who would like to gain a better understanding of project management

The principles in this course apply to anyone who needs to manage and plan projects. It applies to practitioners across a range of skill sets including the science, engineering, architectural, planning, IT, marketing and sales fields.

HOW LONG WILL IT TAKE?

This Project Management e-learning course is equivalent to 15 hours of continuing professional development. Your progress through the course is recorded by Continuing Professional Development's learning management system. At the completion of the course you will be able to print a unique certificate of completion for your records.

COST OF ON-LINE COURSE

\$495 + GST per person to complete this on line course

HOW DO I REGISTER?

- Simply complete the registration form on the following page
- NZIHT will then send you an invoice for payment of the on-line course/courses you wish to complete
- Once invoice has been paid our partner company 'CPD' will send you a link to the course together with the code and instructions how to start.

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3 Easy Steps

1. Find your course
2. Register and pay
3. Take your course

**START
NOW!**

ON LINE COURSE REGISTRATION

Course Name/s: _____

Course Name/s: _____

Course Name/s: _____

Name of Participant: _____

Company Name: _____

Postal Address: _____

Contact Person: _____

(All correspondence will be forwarded to the Contact person)

Contacts email: _____

Contacts job title: _____

Phone: _____ Order Number: _____

Email this registration form to:

Lisa Banks

New Zealand Institute of Highway Technology Ltd (NZIHT)

P O Box 4273

New Plymouth 4340

Email: lisa@nziht.co.nz

Phone: (06) 759 7065 ext. 705

☐ Tick box if you DO NOT wish to receive further correspondence from NZIHT

Privacy Information: In accordance with the Education Amendment Act, the NZ Institute of Highway Technology Ltd is required to collect information that may be used or exchanged with: NZ Qualifications Authority for Records of Learning, NZIHT staff (including use for marketing purposes) and their consultants, Industry Training Organisations, Land Transport New Zealand and Road Controlling Authorities, Education and Training Support Agency and scholarship providers, Staff of any training providers you may be involved with, Other agencies where disclosure is required for data matching or the maintenance of law and order as defined in the Privacy Act 1993.