

**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.

## The Work Breakdown Structure

Are you looking for a work breakdown structure training course?

A comprehensive Work Breakdown Structure is the starting point and the foundation of sound project management.

Projects can often be overwhelming in their complexity. Where to start? How do you identify, organise and co-ordinate the multitude of resources necessary to achieve the project objectives and outcomes?

Work breakdown structure training will help.

### THE WORK BREAKDOWN STRUCTURE IS AN IMPORTANT TOOL THAT PROJECT MANAGERS USE TO:

- Reveal the scope of project work
- Easily communicate the work and processes involved to execute the project

The Work Breakdown Structure provides a view into the project which shows what work the project includes. It identifies all the tasks in a project and breaks the larger project down into a series of manageable and discrete tasks.

The work breakdown structure is a hierarchical breakdown of all work required to complete a project. Graphically, think of it as a tree structure in which the elements at a lower level consist of all the activities needed to complete the higher level.

### BY THE END OF THIS ELEARNING COURSE YOU SHOULD BE ABLE TO:

- 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

# ON LINE COURSES

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### 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 is a practical and interactive online course on the Work Breakdown structure. It contains four scenarios to help you complete a practical exercise and prepare a WBS Dictionary. You can interact with other course participants to develop your skills and broaden your thinking. The course facilitator is on-hand to moderate discussions and assist with any specific queries.

This E-learning course on the WBS provides a common sense approach, and gives you the confidence and practical skills you need to produce a real-life WBS for your projects that will provide a strong foundation for sound project management.

It should take an average of 2.5 hours to complete the Work breakdown structure training course and the associated activities. 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

\$99 + 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](mailto:lisa@nziht.co.nz)

Phone: (06) 759 7065 ext. 705

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

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