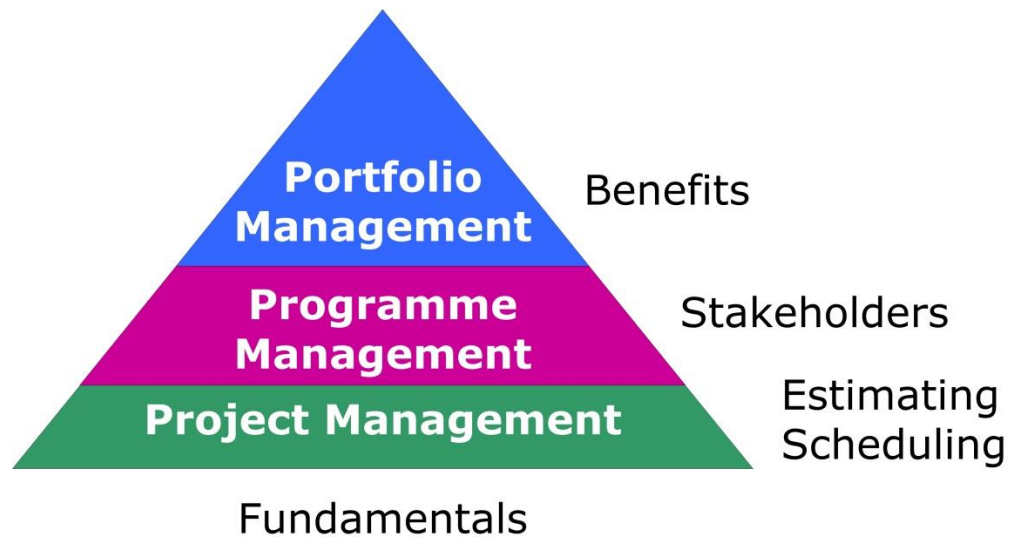


## Fundamental Concepts in Project Environments

Portfolio programme and project management (P3M) is a collection of management frameworks and skills that are used to manage project portfolios, programmes of related projects and individual projects. We offer specialised and accredited training in the most popular frameworks, such as PRINCE2 and MSP. We have also developed a range of introductory briefings covering specific skills required within the P3M domain.



## About Inspiring Projects

Inspiring Projects, a division of Aspire Australasia Pty Ltd, has been recognised by APMG International as an Accredited Training Organisation, licensed to deliver training in PRINCE2, MSP, P3O and other Best Management Practice products. We offer training throughout the Asia Pacific region. We were involved in development of the current versions of PRINCE2, MSP and ISO 21500, and bring this deep experience to our courses.

## About our training

Our training is designed to assist people and organisations to quickly develop the skills base and 'know-how' needed to implement effective project, programme and portfolio governance arrangements. Our trainers and training materials are regarded as among the best available in Australasia. We incorporate the latest research in effective learning into our approaches. In support of the different ways people learn, our courses include a mixture of presentations, hands-on activities, discussions and review sessions. After their courses, our delegates are given access to the tools we have developed for our clients. In addition to our briefings, we offer a range of consulting support services.

## Additional support

We deliver our briefings in-house, and can customise them to better suit your needs. We also provide ongoing coaching and mentoring support, as well as in-depth consulting and project assurance services.

## Contact us

To learn more about how our training and services can benefit you, or to register on one of our courses, or to ask for more information or a quote, call us now on 03 9015 9459, email [training@inspiringprojects.com.au](mailto:training@inspiringprojects.com.au) or visit [www.InspiringProjects.com.au](http://www.InspiringProjects.com.au).

## Fundamental Concepts of Project Management

Course Code	FUNJ1
Overview	Project management skills are fundamental to introduction of successful change into organisations. Ever-increasing demands for efficiency, cost-effectiveness and results mean that those appointed to project management roles, and those preparing for a move into a career in project management, must have the expertise to deliver.
Course Objectives	By the end of this short course, participants will have: <ul style="list-style-type: none"> <li>• Learned the most important project management concepts, skills and techniques;</li> <li>• Gained practical experience of applying these main techniques;</li> <li>• Boosted their confidence in their ability to plan and manage projects;</li> <li>• Received practical advice, tips and insight from an experienced project manager.</li> </ul>
Who Should Attend	<ul style="list-style-type: none"> <li>• People with little or no experience of project management;</li> <li>• People who are intending to start managing projects soon;</li> <li>• People who need to learn the basic project management skills quickly</li> </ul>
Prerequisites	There are no prerequisites for this short course
Course Content	<p>This short course covers:</p> <ul style="list-style-type: none"> <li>• Projects in context;</li> <li>• Project management standards and terminology;</li> <li>• The core themes of project management: <ul style="list-style-type: none"> <li>○ Scope, alignment and coherence;</li> <li>○ Time, cost and quality;</li> <li>○ Risks and issues;</li> <li>○ Value and benefits;</li> <li>○ Resource and procurement;</li> <li>○ Stakeholder engagement and communication;</li> <li>○ Configuration and information;</li> <li>○ Organisational change;</li> <li>○ Integration and justification;</li> <li>○ Project governance.</li> </ul> </li> <li>• Roles and responsibilities in a project management team: <ul style="list-style-type: none"> <li>○ Sponsor;</li> <li>○ Project Board or Steering Committee;</li> <li>○ Project assurance;</li> <li>○ Project Manager;</li> <li>○ Project Office;</li> <li>○ Teams and specialists.</li> </ul> </li> <li>• Project lifecycles and key documents: <ul style="list-style-type: none"> <li>○ Problem definition and project approach;</li> <li>○ Project control framework;</li> <li>○ Planning;</li> <li>○ Control;</li> <li>○ Delivering;</li> <li>○ Closing and evaluating;</li> <li>○ Realising benefits.</li> </ul> </li> <li>• Attitudes and behaviours of successful project managers.</li> </ul>
Included with the course	Participants will receive a Delegate Workbook including content and activities.
Delivery	This short course is delivered over 1 day. The course can also be used as the basis of a 2-day Workshop as part of induction of a Project Team.
Availability	This short course is only offered in-house, generally as part of induction into a project team of a group of people with no previous experience of working in a formal project management environment.
Points	PMI: 16 PDUs; AIPM: 14 CPD points

## Fundamental Concepts of Business Analysis

Course Code	FUNB1
Overview	<p>Organisations sometimes overhaul processes or implement new systems in an effort to quickly fix or address a problem, or take advantage of an opportunity, only to later discover that the solution adopted has introduced serious problems, or the benefits of the change will not be realised as expected. Business analysis aims to not only properly diagnose an issue, but determine the best solution to address it permanently. Business analysts, who undertake this work, require a unique combination of skills and knowledge to be successful in this function.</p> <p>This course provides an overview of what business analysis is, including fundamental concepts and knowledge areas as prescribed in A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide) – Version 2.0 by the International Institute of Business Analysis (IIBA®).</p> <p>This course also covers the essential competencies required for effective business analysis, including behavioural characteristics, business and software knowledge, and communication and interaction skills. This course provides a foundational knowledge base of business analysis information so participants can effectively put the principles to work at their own organisations.</p>
Course Objectives	<p>By the end of this short course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the practice of business analysis as a distinct discipline and place the business analyst within the context of project success;</li> <li>• Demonstrate an understanding of the BABOK® competency model and how to use metrics to measure business analysis success;</li> <li>• Describe the importance of enterprise analysis and business architecture;</li> <li>• Identify and explain the BABOK® knowledge areas and how to put them to use;</li> <li>• Discuss how and when to use the many tools and techniques available to business analysts;</li> <li>• Identify the different approaches to business analysis;</li> <li>• Demonstrate the use of key business analysis tools such as a requirements management plan, basic project planning, and a business requirements package;</li> <li>• Demonstrate technical writing skills;</li> <li>• Describe the practice of business analysis as a distinct discipline and place it within the context of project success.</li> </ul>
Who Should Attend	Any person wishing to gain an overview of business analysis
Prerequisites	There are no prerequisites for this short course
Course Content	<p>This short course covers:</p> <ul style="list-style-type: none"> <li>• Define business analysis;</li> <li>• Recognize the fundamental responsibilities of the business analyst;</li> <li>• Match the requirement type to their examples;</li> <li>• Match the knowledge areas of business analysis with examples of their associated activities;</li> <li>• Identify business analysis tasks;</li> <li>• Identify business analysis techniques;</li> <li>• Match the business analysis competency requirement to a scenario;</li> <li>• Recognize the behavioural characteristics required for effective business analysis;</li> <li>• Recognize the business knowledge required for effective business analysis;</li> <li>• Recognize the software knowledge skills required for effective business analysis;</li> <li>• Recognize the communication skills required for effective business analysis;</li> <li>• Recognize the interaction skills required for effective business analysis;</li> <li>• Apply the skills and competencies required for effective business analysis in a given scenario.</li> </ul>
Included with the course	Participants will receive a Delegate Workbook including content and activities.
Delivery	This short course is delivered over 1 day. The course can also be used as the basis of a 2-day Workshop as part of induction of a Project Team.
Availability	This short course is only offered in-house, generally as part of induction into a project team of a group of people with no previous experience of working with business analysis.
Points	PMI: 16 PDUs; AIPM: 14 CPD points

## Fundamental Concepts of Agile

Course Code	FUNA1
Overview	<p>This overview course provides you with knowledge of agile principles, and approaches to setting up, running and working in a project in an agile way.</p> <p>Using DSDM Altern and Scrum as references, you will learn about the roles and techniques needed to set up an agile project, then to run it through increments and iterations, to deliver meaningful business value as quickly as possible. You will learn the conditions of success for agile methods, how to scale the agile approach for large teams, and how to adapt current business analysis methods to become more agile. Topics also include the makeup of the agile team, such as the Business Visionary/ Product Owner, Business Analyst, Agile Coach and Solution Tester.</p>
Course Objectives	<p>By the end of this short course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the agile values and principles;</li> <li>• Explain agile roles and responsibilities;</li> <li>• Describe agile business analysis activities;</li> <li>• Develop user stories and acceptance tests;</li> <li>• Define non-functional requirements and business rules using an agile approach;</li> <li>• Use user story mapping to identify key functionality for a release;</li> <li>• Describe and apply release theme and user story prioritization techniques;</li> <li>• Estimate user story size using story points and planning poker;</li> <li>• Create release and iteration plans based on user stories;</li> <li>• Describe techniques for negotiating changes to user stories during an iteration;</li> <li>• Describe the conditions of success for implementing agile;</li> <li>• Describe ways to adapt the agile requirements approach;</li> <li>• Describe approaches for scaling agile for large teams;</li> <li>• Conduct an agile retrospective.</li> </ul>
Who Should Attend	<ul style="list-style-type: none"> <li>• People with little or no experience of agile projects;</li> <li>• People who are intending to start managing or working in agile projects soon;</li> <li>• People who need to learn the basic agile skills quickly.</li> </ul>
Prerequisites	There are no prerequisites for this short course
Course Content	<p>This short course covers:</p> <ul style="list-style-type: none"> <li>• Agile Basics: <ul style="list-style-type: none"> <li>◦ Agile and lean values and principles; Contrasting agile and waterfall methods; Agile roles and responsibilities; The agile project manager; The agile business analyst; The agile team environment; Self-organizing teams.</li> </ul> </li> <li>• Defining Agile Requirements: <ul style="list-style-type: none"> <li>◦ An agile requirements process; Identifying user roles; Creating personas; Capturing requirements as User Stories; Defining non-functional requirements and business rules; Creating the Prioritised Requirements List; Requirements traceability in agile projects.</li> </ul> </li> <li>• Planning in an Agile Project: <ul style="list-style-type: none"> <li>◦ Defining the vision; Levels of planning in agile; Creating a product roadmap; Prioritizing for releases; Estimating user stories; Planning increments (releases); Planning iterations; Iteration Zero activities.</li> </ul> </li> <li>• Conducting Iterations: <ul style="list-style-type: none"> <li>◦ Activities during iterations; Writing acceptance tests for user stories; Defining "done" in agile projects; Business analysis activities; Negotiating changes during an iteration; Tracking status in an agile project; Releasing deployable solutions into the operational environment; Agile retrospectives.</li> </ul> </li> <li>• Adapting and Scaling Agile: <ul style="list-style-type: none"> <li>◦ Motivations for implementing agile methods; Conditions for success for implementing agile methods; Adapting agile methods; Scaling agile methods.</li> </ul> </li> </ul>
Included with the course	Participants will receive a Delegate Workbook including content and activities.
Delivery	This short course is delivered over 1 day. The course can also be used as the basis of a 2-day Workshop as part of induction of a Project Team.
Availability	This short course is only offered in-house, generally as part of induction into a project team of a group of people with no previous experience of working with agile.
Points	PMI: 16 PDUs; AIPM: 14 CPD points