

NATIONAL CERTIFICATE IN PROJECT MANAGEMENT – LEVEL 4



BUSINESS CHALLENGE

By completing Project Management, Project Risk Management & Building Effective Teams or Presentation Skills and Performance Management (including assessments) participants will receive the National Certificate in Project Management (Level 4).

National Certificate in Project Management (Level 4) may lead on to further qualifications in the business field such as the National Diploma in Project Management (Level 5), or other qualifications in management.



TARGET AUDIENCE

The National Certificate in Project Management - Level 4 recognises the skills and knowledge of a project team member. People awarded this qualification will have demonstrated that they have contributed to the management of projects, including the management of a straight forward project or a section of a larger project and working with other in a project team.



LEARNING OUTCOMES

Module One: Project Management (3 days)

Conceive

- bring projects in on time and avoid budget over-runs to achieve business outcomes
- manage, motivate and organise people for project success
- recognise and remove barriers to individual and team performance

Develop

- assess projects in terms of feasibility, suitability and risk
- negotiate realistic project goals, constraints, charters and responsibilities
- develop a work breakdown structure for a project
- conduct a project task analysis and prepare project Gantt charts and network diagrams
- estimate costs and task times including use of the PERT formula and other techniques
- design and apply a decision matrix
- assign resources to tasks and prepare project resource schedules
- conduct a trade-off analysis to determine optimum balance of quality, cost, and schedule requirements
- conduct risk management and prepare a project plan
- prepare a project budget based on task costings

Execute

- delegate work packages
- develop project status reports
- monitor project process including earned value analysis
- conduct project reviews and team meetings
- manage variations
- manage conflict and change associated with a project

Finish and evaluate

- close the project and evaluate its performance.

Module Two: Project Risk Management (2 days)

- apply the risk management process – identify, analyse, respond and monitor
- apply the principles of effective risk management, with a focus on prevention
- identify risks to a project and understand common sources and symptoms of risk
- assess the impact of risks to a project's scope, cost, quality and time objectives
- recognise risks of contracting out project work
- categorise risks – internal, external, technical, non-technical, and legal
- analyse risks using both qualitative and quantitative techniques to determine risk impact, probability and ranking
- respond appropriately to risk – accept, avoid, mitigate, and transfer
- determine, and cost, risk contingency measures
- manage a risk/opportunity register.

Elective Module: Presentation Skills (9 credits)

- confidently and effectively present to audiences, in formal and informal settings
- prepare presentations by arranging content, choosing appropriate media, and taking account of the audience and the venue
- incorporate the principles of perception and persuasion into presentations to gain audience respect and commitment
- start and conclude presentations with flair, and manage image, pace and delivery throughout
- stay on track and keep the audience focussed on the message
- manage nerves and anxiety, and rise to the challenge, again and again
- manage difficult questions, cynical or hostile audiences in an empathic but assured and professional manner
- boost creativity and problem-solving skills.

Elective Module: Performance Management (9 credits)

- provide clear performance requirements for team members
- describe the principles of creating a high performance team
- provide constructive feedback on performance
- undertake coaching when appropriate to increase performance
- identify and resolve performance problems
- describe the discipline and dismissal process
- select from a range of actions for maintaining motivation.

Elective Module: Building Effective Teams (19 credits)

- understand staff selection practices
- be able to undertake induction training
- understand the employer responsibility of health and safety in the workplace
- understand performance management principles
- establish Key Performance Indicators for a team and individuals
- understand motivation, i.e. theories and practices as they relate to motivating individuals and the team
- understand the process of team formation and guide the development of a team
- deal with conflict within the team – identifying, and dealing with individual and common team situations
- discuss coaching theories and learn how to coach team members on the job.



PROGRAMME STRUCTURE

The programme is highly practical and participatory involving brainstorming, case studies, individual and group exercises and application of project management principles to the participants own workplaces. A major project planning exercise and presentation.

The structure of the NCPM is made up of two compulsory modules over 5 days (55 credits), plus elective modules (minimum 15 credits). Participants may select Building Effective Teams or Presentation Skills and Performance Management.

Compulsory unit standards				
Unit Standard	Domain	Title	Level	Credits
25212*	Project Management	Apply scope controls to a project	4	5
25213*	Project Management	Apply time management techniques to a project	4	5
25214*	Project Management	Apply cost management techniques to a project	4	5
25215*	Project Management	Apply quality management approaches to a project	4	5
25216*	Project Management	Apply human resource management approaches to a project	4	5
25217*	Project Management	Apply risk management techniques to a project	4	5

25218*	Project Management	Apply contract and procurement techniques to a project	4	5
21219*	Project Management	Manage projects	4	16
11101*	Interpersonal Communications	Collaborate within a group/team which has an objective(s)	4	4
Total Credits				55

Workshops are approximately four to six weeks apart and elective modules can be completed in-between the compulsory modules or at the end of the compulsory modules.

		Elective unit standards				
	Unit Standard	NZIM Programme name	Domain	Title	Level	Credits
Elective option one	23396	Building Effective Teams	People Development & Coordination	Demonstrate knowledge of performance management planning	4	3
	23397	Building Effective Teams	People Development & Coordination	Plan and monitor performance of others	5	6
	9704	Building Effective Teams	Interpersonal Communications	Manage interpersonal conflict	4	6
	15189	Building Effective Teams	Systems & Resource Management	Implement a health and safety plan for a workplace	4	4
Elective option two	9692	Presentation Skills	Interpersonal Communications	Present information orally to an audience	5	4
	11647	Presentation Skills	Business information management	Present business information for a business purpose	5	5
	23396	Performance Management	People Development & Coordination	Demonstrate knowledge of performance management planning	4	3
	23397	Performance Management	People Development & Coordination	Plan and monitor performance of others	5	6
Elective module credits must equal or above						15



PROFESSIONAL DEVELOPMENT FRAMEWORK

[Click Here to download](#)



IN-COMPANY OPTION

NZIM will partner with you to deliver a customised programme for your organisation. NZIM partner with some of New Zealand's leading organisations, to deliver high quality learning programmes, designed to meet specific organisational needs.