

# PROJECT MANAGEMENT FOR THE NOT-FOR-PROFIT SECTOR

**A concentrated one-day course in Project Management specifically designed for the Not-for-Profit Sector**

CPD Points  
The workshop earns you 18 AIPM CPD Points

Successful project management is just as relevant to not-for-profit organizations as it is to for-profit businesses and can be essential in achieving project objectives where the overall goal is to improve the well-being of communities.

AAPM's course in Project Management for the Not-for-Profit Sector offers project management solutions in the context of the unique needs of NFP organizations. During the course you will learn concrete and practical skills that can be applied directly and immediately to your own current and future projects.

## **Why should you attend?**

- To learn the essential skills of managing socially-focused projects
- To learn how to utilise scarce resources effectively to achieve desired project outcomes and minimise unproductive activities and unnecessary delays
- To improve your ability to secure future funding through an increased project success rate
- To increase the skill level and productivity of you and your staff
- To develop an array of practical project templates to assist you with bringing future projects to a successful conclusion

## **Who should attend?**

- Anyone working on projects in Not-for-Profit organisations
- Anyone who would like to broaden their relevant skill set as a prelude to moving into the project management area

## **Reference material you will take away from the course**

Comprehensive notes will be provided to cover each topic. The notes will include:

- Project Management Introduction Manual
- Access to CHASE Online® - Project Manager Essential Tool Kit online
- Illustrations and examples
- Tips and traps

## **Presented by the Australian Academy of Project Management**

AAPM is specialised in the field of project management education. AAPM's courses are compliant with the Australian National Competency Standards of Project Management (NCSPM) and with the Project Management Body of Knowledge (*PMBOK® Guide*) which is the international standard for project management.

[This course is endorsed by the Australia Institute of Project Management.](#)

### **Course Outline**

The course is structured with a mix of Project Management theory supported by practical activities which are aligned to the NFP sector. The activities provide participants with the opportunity to apply many of the important concepts which assist the project manager to deliver a successful project.

### **The course covers the following topics**

- Overview of project management (what is a project, the role of the project manager)
- The phases of the project lifecycle from initiation and planning, execution and control through to project closure

### **The participant will learn how to**

- Develop a Project Management Plan
- Define scope
- Select and analyse stakeholders
- Build a schedule and budget
- Plan for resources
- Build a communications plan
- Analyse and mitigate risks
- Procure external services and products
- Control changes to the project
- Produce effective status reports
- Formally close and evaluate the project.

At the end of the course the participant should be able to apply basic project management techniques and tools to their project work to effectively plan and manage small projects through to successful completion.

### **Registration**

Go to [www.charteraustralia.com.au](http://www.charteraustralia.com.au) then [Public Workshops](#) to register for the Project Management for Not-for-Profit one-day course. Course fee is \$380 (GST Free) per person.

