



ANIBT-ABU
PROGRAM
IN PROJECT
MANAGEMENT



ANIBT

Australian National Institute
of Business and Technology

CRICOS:02506B RTO:21368

ავსტრალიის ბიზნესისა და ტექნოლოგიების ეროვნული ინსტიტუტი და ალტერბრიჭი, მართვისა და კომუნიკაციის საერთაშორისო სასწავლო უნივერსიტეტი საქართველოში

გთავაზობთ „პროექტის მართვის“ ერთწლიან სასწავლო პროგრამას, რომელიც განკუთვნილია მოტივირებული ახალგაზრდებისთვის იმუშაონ პროექტის მართვის მიმართულებით საშუალო და ზედა რგოლის მენეჯერებად საქართველოსა თუ მსოფლიოს ნებისმიერ ქვეყანაში.

პროექტის მართვის პროგრამა ითვალისწინებს მეთოდოლოგიურ, თეორიულ და პრაქტიკულ სწავლებას. სრული პროგრამის გავლის შემთხვევაში სტუდენტებს, დამატებით, სურვილის შემთხვევაში, ეძლევათ შესაძლებლობა გაიარონ სტაჟირება ავსტრალიის წარმატებულ ორგანიზაციებში და მიღებული ცოდნა გამოიყენონ პრაქტიკულ საქმიანობაში.

პროექტის მართვის პროგრამა მოიცავს ფუნდამენტურ ცოდნას, კრიტიკული მიდგომებით კომპლექსური პროექტების სამართავად კერძო, საჯარო და არასამთავრობო სექტორში დასაქმებულთა პროფესიული მომზადება-გადამზადებისთვის.

პროგრამის დასრულების შემდეგ ავსტრალიის ეროვნული ბიზნესისა და ტექნოლოგიების ინსტიტუტი (ANIBT) გასცემს ავსტრალიის მთავრობის შესაბამისი უწყების მიერ აკრედიტირებულ პროფესიული პროგრამის დიპლომს, რომელიც საერთაშორისოდ აღიარებულია.

შესაძლებელია სადიპლომო პროგრამა დაიყოს 3 და 6 თვიან სასერთიფიკატო სასწავლო კურსებად, რის დასრულებისთანავე გაიცემა უნივერსიტეტ ალტერბრიჭის და ავსტრალიის ბიზნესისა და ტექნოლოგიების ეროვნული ინსტიტუტის (ANIBT) მიერ ერთობლივი სერთიფიკატი.

სწავლება განხორციელდება ჰიბრიდულ ფორმატში. სასწავლო პროცესი წარიმართება უნივერსიტეტ ალტერბრიჭში ინგლისურ ენაზე. ყველა საჭირო სასწავლო მასალა და ლიტერატურა უზრუნველყოფილი იქნება ავსტრალიის ეროვნული ბიზნესისა და ტექნოლოგიების ინსტიტუტის (ANIBT) მიერ. ლექციებს ჩაატარებს პრაქტიკოსი ლექტორ-მასწავლებელი, ანტონი ბროდი, რომელიც აქტიურად არის ჩართული პროექტის მართვის სალექციო კურსის შედგენასა და სწავლებაში ავსტრალიის სხვადასხვა საგანმანათლებლო ინსტიტუტში, ამავდროულად იგი ხელმძღვანელობს მსხვილი პროექტების საკონსულტაციო სამსახურს ბოლო 12 წლის განმავლობაში.

ლექციები ჩატარდება კვირაში ერთხელ და თვითოეული ლექციის ხანგრძლივობა იქნება 2 საათი. სალექციო შეხვედრებს კოორდინირებას გაუწევს და უშუალოდ კომუნიკაციაში სტუდენტებთან ჩართული იქნება პროექტის კოორდინატორი, ასისტენტ-პროფესორი დავით შოშიტაშვილი.

თანდართულ ბროშურაში მოცემულია დეტალური ინფორმაცია სასწავლო კურსის შესახებ, სწავლის საფასურსა და მიღების პირობებზე.

ნინო ოსიტაშვილი,

პროექტის მართვის პროგრამის კოორდინატორი. ელ.ფოსტა: nino@anibt.vic.edu.au

Introduction

The Australian National Institute of Business and Technology in Melbourne, Australia, and the AlterBridge University in Tbilisi, Georgia offer a program in Project Management to young men and women aspiring to work as project managers in any given industry in Georgia or anywhere in the world. The Project Management program is a major platform for ANIBT-ABU's Human Capital Project.

The Project Management program not only offers a thorough, scientific approach to project management as a professional tool, but leads all students, through the Capstone project, toward specialization and internships in a selected industry in Europe and Australia. The key thrust of the program is to educate, train and groom young project management professionals who can fill the increasing demand for project managers across several industries, globally.



Human Capital Project

The Human Capital Project is a major, landmark initiative of ANIBT, an Australian government approved training organization, to provide education, training, consultancy and advisory services to governments and corporations, mainly in developing countries and emerging markets, with a view to providing human capital to support growth strategies. The project is based on the fundamental philosophy that knowledge and skills development to meet the increasing demands of higher sophistication across several industries is crucial to planning and sustaining growth trajectories. Additionally, the Human Capital Project is aimed at revamping and re-building the human resources development programs and strategies across several developing nations and emerging markets.



Project Management Program

The Project Management Program is regarded as a fundamental and critical pathway to managing complex projects and to assume management leadership in governments and corporations. The program consists of a full Diploma from ANIBT, fully approved by the Australian government accreditation authority. The Diploma is also offered in 3 stages of a Certificate, Advanced Certificate and a Diploma program, where the Certificate and Advanced Certificates have joint awards from ANIBT and ABU.



ANIBT-ABU Assistance

ANIBT and ABU will actively seek assistance, mainly from leading corporations in Europe and Australia to provide internships, up to three months, for candidates who successfully complete the full Diploma program. The internships are aimed at giving graduates an opportunity to undertake a detailed research and analysis of a specific industry and gain a specialization in the planning and management of that industry. It also affords the opportunity for corporations providing internships or mentorship to evaluate the employability of a candidate and offer employment in the same industry.

Industry Specialization

A unique feature of this program is an option for candidates who successfully complete the project management diploma to undertake a capstone project which will give them, under a mentorship or internship, the opportunity to develop a full project document on a selected industry. The industry specialization will carry an Industry Specialization Certificate from ANIBT-ABU and is deemed a door-opener for those seeking higher paid employment in government and corporate sector.

Modality of Program Delivery

This Program will run for 12 months, with 3 entries and exits, and a capstone specialization. The full program will be delivered:

- ▶ Via Zoom from Melbourne, Australia to classrooms in specific locations in Georgia, Eastern Europe and Central Asia, by a highly qualified and experienced lecturer, fully assisted by teaching assistants on the ground. While all students in specific locations are expected to be in a classroom situation to benefit from learning assistance provided by teaching assistants, the zoom delivery also allows students unable to attend classes to follow the lectures from their own homes or offices.
- ▶ All lectures are in English.
- ▶ All learning materials and literature will be provided by ANIBT.
- ▶ All assessments and awards will be done by ANIBT.
- ▶ All teaching will be in the form of a seminar, with 2 hours of delivery from Australia and a one-hour learning support on the ground by qualified teaching assistants.
- ▶ Seminars will be once a week, with students expected to catch up on their own research and readings during the week.

Webinars from Leading Professionals

In addition to the academic program offered in classrooms and the capstone project experience, ANIBT-ABU will offer free webinars from leading professionals, including those members from the Harvard Clubs of UK and Australia, on their own experiences in managing projects. These webinars are expected to enrich the learning experience and add great value to the project management candidates.

Fees

Human Capital Project is an important social enterprise, designed to provide maximum value at the lowest affordable fees. Hence the fee structure is as follows:

Certificate of Project Management USD 700

Advanced Certificate of Project Management USD 1500

Diploma of Project Management USD 2500

Capstone Project in Europe or Australia

- ▶ ANIBT and ABU will not charge any fees for arranging facilities for the capstone project.
- ▶ Candidates who wish to undertake the industry specialization via a capstone project will be required to pay for their travel and living expenses.
- ▶ Should any corporation in Europe or Australia offer any financial assistance during the capstone project, candidates are welcome to accept them directly.

Enrolment and Admission Requirements

- ▶ Enrolments will be directly with ANIBT in Melbourne, Australia
- ▶ Minimum age for enrolment is 21 years.
- ▶ Candidates seeking admission to the program should have an adequate knowledge of the English Language and must have substantial motivation to start and complete the program successfully.
- ▶ Two or more students joining the program as a group with a view to working together on the study program is highly recommended.
- ▶ Fees must be paid in full for any of the selected programs.



BSBPMG530

Manage Project Scope

This unit describes the skills and knowledge required to determine and manage project scope. It involves obtaining project authorization, developing a scope management plan, and managing the application of project scope controls.

It applies to individuals responsible for managing and leading a project in an organization, business or as a consultant.

You will develop and confirm procedures for project authorization with an appropriate authority and obtain authorization to expend resources and confirm project delegations and authorities in project governance arrangements. You will learn how to define project scope, identify, negotiate, and document project boundaries and more. This unit starts you up to set parameters for a successful project

BSBPMG531

Manage project time

This unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule and assessing time management outcomes. It applies to individuals responsible for managing and leading a project in an organization, business, or as a consultant.

You will practice how to develop work breakdown structure with sufficient detail to enable effective planning and control, estimate duration and effort, sequence, and dependencies of tasks, to achieve project deliverables, and use project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs, and risks. Finally, you will develop skills in achieving an agreed schedule baseline and communication of the schedule to stakeholders and much more.

BSBPMG532

Manage project quality

This unit describes the skills and knowledge required to manage quality within projects. It involves determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects.

You will learn how to select established quality management methods, techniques, and tools to resolve quality issues, distribute, discuss and support quality requirements with project team and stakeholders. You will also discover ways to include agreed quality requirements in the project management plan and implement as a basis for performance measurement and much more.

Each of the above units are delivered individually and would take 3 weeks each to complete. The term would run for 10weeks allowing a 1week closing and catch-up period. After completion of these first 3 units the student would be issued with a Certificate of Project Management.

Advanced Certificate in Project Management

Each of the below units are delivered individually and would take 3 weeks each to complete. The term would run for 10 weeks allowing a 1 week closing and catch-up period. After completion of the above 6 units the student would be issued with an Advanced Certificate of Project Management.

BSBPMG537

Manage project procurement

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalization activities for the project. The unit applies to individuals who are project practitioners working in a project support role. The project assistant may be part of a project team under the direction of a project manager, or may work as part of a smaller scale, self-directed team.

This unit will develop your skills to test and accept supplies and confirm fit for purpose in both quality and suitability, undertake procurement activities and maintain information according to reporting, confidentiality, and audit requirements. You will also learn skills that will make you an expert in receiving, reconciling, and registering supplies according to established procedures, and how to monitor and control suppliers and contractual supply documentation

BSBPMG533

Manage project cost

This unit describes the skills and knowledge required to identify, analyze and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.

This unit will expand your understanding in resource requirements for individual tasks identified in the work breakdown structure, with input from stakeholders and guidance from others, estimate project costs to enable project budget to be prepared within agreed tolerances and finally develop a project budget. You will gain skills in developing a cost-management plan, within delegated authority, to ensure clarity of understanding and ongoing management of project finances. You will become an expert at reviewing and analyzing the project's fiscal ranges and requirements.

BSBPMG534

Manage project human resources

Project Human Resource Management includes the processes required to make the most effective use of the people involved with the project. It includes all the project stakeholders—sponsors, customers, individual contributors, and others. The unit provides an overview of the following major processes:

- ▶ Organizational Planning—identifying, documenting, and assigning project roles, responsibilities, and reporting relationships.
- ▶ Staff Acquisition—getting the human resources needed assigned to and working on the project.
- ▶ Team Development—developing individual and group skills to enhance project performance.

You will learn the process to create the Human Resources Management Plan which is the framework for all the other processes in managing the staffing solution.

TERM 3 and 4

ANIBT-ABU

Diploma in Project Management



Manage project stakeholder engagement

BSBPMG538

This unit describes the skills and knowledge required to manage stakeholder relationships.

You will develop performance outcomes and the skills and knowledge required to establish and manage positive business relationships. It requires the ability to use high-level communication and relationship building skills to conduct formal negotiations and make commercially significant business-to-business agreements.

The unit applies to all project management sectors, and to individuals who take responsibility for making decisions about purchasing or marketing activities. They also oversee the maintenance of contracts or agreements. This could include senior operational personnel, sales and marketing personnel, managers, or owner-operators of small businesses. Agreements may relate to corporate accounts, service contracts, agency agreements, venue contracts, rate negotiations, preferred product agreements, supply agreements and marketing agreements.

Manage project information and communication

BSBPMG535

This unit describes the skills and knowledge required to link people, ideas, and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage, and disposal of project information through formal structures and processes. You will learn the different types of communication and information exchange systems and processes to be used by the project, matched to stakeholder types. This may vary at different stages in the project. You discover how it is important to develop and apply a list of project information requirements linked to project outcomes and to project stakeholder needs. This is an excellent unit that summarizes the methods and processes to communicate effectively in a project management context.

Manage project risk

BSBPMG536

This unit describes the skills and knowledge required to manage risks that may impact achievement of project objectives. It involves identifying, analyzing, treating and monitoring project risks, and assessing risk management outcomes. It applies to individuals responsible for managing and leading a project in an organization, business, or as a consultant.

While risks are largely unpredictable, you learn to assess the project environment and determine the likelihood of certain events happening and manage them. You will become familiar with both risk and project objectives – share these with key stakeholders and use their input to help define risk categories. This unit will develop your skill to break the project into stages and identify the possible risks at each stage. You will develop ways to use the stakeholders to establish health and safety policies as well as coming up with ways to implement your risk management systems.

Lead and manage organizational change

BSBLDR601

This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies. It applies to managers with responsibilities that extend across the organization or across significant parts of a large organization. They may have a dedicated role in human resources management, human resources development, or work in a strategic policy or planning area. The unit takes a structured approach to change management and applies to people with considerable work experience and organizational knowledge.

Manage project governance

BSBPMG539

This unit describes the skills and knowledge required to establish and implement project governance. It involves identifying, applying, monitoring, and reviewing project governance. It applies to individuals responsible for managing and leading a project in an organization, business or as a consultant. You will develop expertise to identify project scope, timeline, resources, and budget. This unit will also teach methods to identify stakeholders required for project governance and decision-making, assign governance roles and responsibilities to relevant stakeholders, and establish delegated authorities. You will also become proficient in ways to develop and communicate governance plans to relevant stakeholders and much more.

Manage project integration

BSBPMG540

This unit describes the skills and knowledge required to integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk, and procurement across the project life cycle; and to align and track project objectives to comply with organizational goals, strategies and objectives.

You will learn the activities necessary to realize the end goal of the project. Project integration plays a huge role during this process to ensure that all parties involved know what, how, when, and why they should be doing tasks. You will also develop methods to track the progress of the project throughout to quickly identify and rectify any problems and is monitored against the management plan for efficiency.

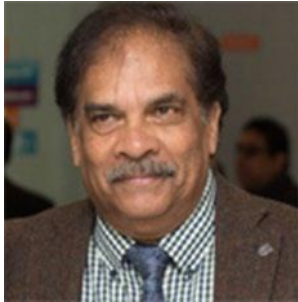
Finally, each of the above units are delivered individually and would take 3 weeks each to complete. This would mean 3 units each per term 3 and 4 respectively. Each term would run for 10 weeks allowing a 1 week closing and catch-up period. After completion of the above 12 units the student would be issued with an Endorsed Australian Qualification from ANIBT for a Diploma of Project Management

Specialization Capstone

At completion of the Diploma in Project Management, Students will have an option to conduct a research exercise that would illustrate knowledge and understanding of all elements of the course specific to the student's industry or topic of interest. This research work will culminate into a full project proposal of the students desired area of expertise. On successful completion of this research, the student will be issued with a Specialization Certificate of Project Management (Students Specialization topic)

Units will be accompanied with a lecture to be conducted via zoom on commencement of each unit from Australia. Tutorials will be provided locally in students' home country to ensure support for the students' understanding. All assignment tasks and projects will be assessed and marked in Australia by ANIBT.

The Human Capital Project Team



Guy de Fontgalland

Director, Human Capital Project

Guy de Fontgalland is a Harvard-educated investment banker and development strategist with over 40 years of international experience. He has held senior positions with Westpac Bank Group in Australia, as Project Coordinator with the Flanders Federation of Industries in Belgium, with the World Bank/IFC in the South Pacific, with the United Nations Development Program in Bangladesh and Afghanistan and has consulted to the offices of the Prime Minister of Malaysia and of Thailand. In Georgia he worked as independent advisor to the Georgian National Investment Agency and to the TBC Bank. He is also the CEO of Georgian Ventures and Investments Ltd.



Jean-Francois Bijon, Senior Advisor

Senior Public Servant and Diplomat of the Government of France who served as Economic Counsellor with the French Embassy in Ivory Coast, as Economic Counsellor and Trade Commissioner with the French Embassy in Malaysia, as Economic Counsellor and Trade Commissioner with the Embassy in Madagascar and worked with the Southern-Europe and Central Asia Desk of the Ministry of Economy and Finance of France. Dr. Jean-Francois Bijon was also Advisor to the Minister of Finance of Lebanon as well as Economic and Diplomatic Advisor to the Prime Minister of France. Dr. Jean-Francois Bijon is Sorbonne-educated, works currently as CEO of a Paris-based NGO for human development and is a committed professional with a brilliant track record in several countries.



George Tchanturia

Chancellor, AlterBridge University, Georgia

George Tchanturia is Director of International Relations and an associate professor at Alterbridge University, Tbilisi, Georgia. He has extensive experience of working in key leadership positions in various organizations. Since the late 1990s, George provided leadership to a number of major projects in Georgia, including the creation and operation of one of the first processing centers for the issuing and processing of payment and credit cards in Georgia and the integration and certification of this center into international systems such as Visa and MasterCard. He was responsible for the creation of the first pilot projects of Mobile and Internet banking in Georgia.

George holds an MBA from Caucasus School of Business, in cooperation with Robinson School of Business of Georgia State University, Atlanta, USA and a bachelor's degree from the Faculty of Mechanics and Mathematics of Tbilisi State University, Georgia. He is currently a Ph.D candidate at the Javakashvili State University in Tbilisi, Georgia.



Anthony Broad, Director Project Management Diploma

Anthony is a highly qualified executive manager who has been running a consulting and project management company for the past 12 years. His focus of educating the next wave of project managers is through lecturing and developing courses for several Australian educational institutions. He has developed courses in a variety of specializations ranging from Certificate, through to master's degrees and everything in between. Originally from the hospitality industry, Anthony has been involved in major projects from setting up cheese making facilities for research organizations, through to hospitality venues and hotels. Anthony holds several qualifications including an MBA in Finance, a Master of Commerce in Accounting and a Master of Business Law. He also has several qualifications in Project Management, Public Policy and General Business



David Shoshitashvili, Project Coordinator

An accomplished international investment portfolio & project management professional with strong expertise, Mr. Shoshitashvili has over 15 years of program and project management experience in the public sector in various capacities at the Ministry of Finance of Georgia. In 2019 he joined the Asian Development Bank as an Advisor to the Executive Director. Since 2021 he is Dean of the School of Business Administration and Social Sciences at the Tbilisi Free Academy. David's work experience has given him wide-ranging insight into several issues and challenges relevant to the planning, implementation, monitoring and evaluation of projects and programs. During his career, David has managed over 100 programs and projects financed by International Financial Institutions and Development Partners/Donors with a total budget of more than \$1 billion.



Nino Ositashvili, ANIBT Representative

Nino Ositashvili is the Eastern Europe Representative of the Australian National Institute of Business and Technology, based in Georgia. She has a Master of Business Administration degree from Deakin University in Melbourne, Australia in addition to a British Advanced Diploma in Strategic Management and Leadership. With over 15 years of work experience in Georgia as an Executive Assistant and Project Manager, Nino has a rich experience in project coordination and general administration. As director of ChildFund-in-Georgia, she was responsible for the delivery of a major German-government funded project on training in Village Resources Development across 20 schools in 5 regions of Georgia consisting of 1000 students.

თბილისი, ბაგეზი, წყნეთის გზატკეცილი # 67
ელ.ფოსტა: info@alterbridge.edu.ge