



CH@T

Taggerty Community Progress Group Inc.
t/a Community Hub at Taggerty
ABN 52 443 263 536

COURSE -

Project Management for Community Projects (PM4CP)

Community Groups and Not-for-Profit organisations are often tasked with managing small to medium-sized projects (e.g. organising an event, applying for and managing a project grant etc) and would find an understanding of the basics of Project Management to be a decided advantage.

CH@T (the Community Hub at Taggerty) is running a 5-week course, which will address the following questions:

- What is the Purpose of the Project?
- What has to be done to Achieve the Purpose?
- Who is involved in the Project?
- Who is Responsible for the Various Tasks?
- How do the Project Tasks Interact?
- How long will the Project take to Complete?
- What Resources are required for each Task?
- How much will the Project Cost?
- What Risks are involved in doing the Project?
- How should the Project be Documented?

The course has been designed, and will be presented, by Dr. Tony Richardson. Based on his 20 years of teaching Project Management in universities, the PM4CP course has been especially prepared for Community based Projects.

Each participant will receive -

- a set of course materials.
- copy of an Excel based Project Management software package which can be used to prepare a Project Management Plan for a case study of their own choosing.

When: Tuesday evenings from 7.30 pm to 9.00 pm

5 Weeks: Tuesday 12th March through to 9th April.

Where: At the CH@T buildings in Taggerty (the old Taggerty Primary School).

Course fee: \$50 in advance at time of booking. Registration numbers are limited to 10 people (to ensure adequate attention can be paid to individual needs).

Bookings must be made by Tuesday 5 March with the CH@T Secretary, Vicki Cooper
E: taggertychat@gmail.com M: 0404 865 858

Payment via Direct Deposit preferred. Bank Details:
BSB 083 503 ACC 752041657