

# Business Analysis & Project Management

Professional Capability Development Programme



[www.esi-au.com](http://www.esi-au.com)

AUSTRALIA & NEW ZEALAND +61 2 9080 4390



## Project Management Curriculum

Core Curriculum	Days	Location	July	Aug	Sept	Oct	Nov	Dec
Introduction to Project Management	2	SYD						
		MELB						
Managing Projects –AQF Diploma in PM	3	SYD		16 - 18		11 - 13		
		MELB			6 - 8		8 - 10	
Project Leadership, Management & Communications	3	SYD						
		MELB						
Scheduling & Cost Control	4	SYD						
		MELB						
Risk Management	3	SYD						
		MELB						
Quality for Project Managers	3	SYD						
		MELB						
IT Curriculum	Days	Location	July	Aug	Sept	Oct	Nov	Dec
Managing IT Projects	3	SYD			20 - 22		15 - 17	
		MELB		30 - 1 Sept		27 - 29		
IT Risk Management	3	SYD						
		MELB						
Systems Integration	3	SYD						
		MELB						
Elective Curriculum	Days	Location	July	Aug	Sept	Oct	Nov	Dec
Negotiation Skills for Project Managers	3	SYD						
		MELB						
Vendor Selection: A Collaborative Approach	3	SYD						
		MELB						
Business Process Analysis, Innovation & Design	4	SYD						
		MELB						
Writing Statements of Work	3	SYD						
		MELB						
Advanced Curriculum	Days	Location	July	Aug	Sept	Oct	Nov	Dec
Program Management –AQF Advanced Diploma in PM	3	SYD						
		MELB						
Leading Complex Projects	3	SYD						
		MELB						
Rapid Assessment & Recovery of Troubled Projects	3	SYD						
		MELB						
Aligning Project Management with Organisational Strategy	3	SYD						
		MELB						
Managing the Project Portfolio	3	SYD						
		MELB						
PMP Preparation Courses (PMI)	Days	Location	July	Aug	Sept	Oct	Nov	Dec
PMP Examination Preparation	2	SYD						
		MELB						
PMP Power Exam Preparation	5	SYD						
		MELB						



## Business Analysis Curriculum

Core Curriculum	Days	Location	July	Aug	Sept	Oct	Nov	Dec
Foundations of Business Analysis	3	SYD		11 - 13			3 - 5	
		MELB			13 - 15			6 - 8
How to Gather & Document User Requirements	4	SYD		24 - 27		19 - 22		
		MELB			7 - 10		22 - 25	
Facilitation Techniques for Requirements Development	2	SYD			20 - 21			2 - 3
		MELB		30 - 31			29 - 30	
Logical Data Modeling	3	SYD						
		MELB						
Process Modelling Management	3	SYD						
		MELB						
Testing Techniques for Tracing & Validating Requirements	3	SYD						
		MELB						

## Other ESI Offerings

<b>Core PM Curriculum</b>	Days
Contract Management Principles and Practices	3
Project Management Applications	5
<b>IT PM Curriculum</b>	Days
Software Testing for Better Project Management	3
<b>Elective PM Curriculum</b>	Days
Establishing the Project Management Office	2
<b>Advanced PM Curriculum</b>	Days
Requirements Management: A Key to Project Success	3
Managing Global Projects	3
Leading Project Managers	3
<b>Executive/Sponsor Curriculum</b>	Days
Leading the Project Environment	1
<b>Business Analysis Curriculum</b>	Days
Use Case Modeling	4
Strategic Enterprise Analysis	3

To register your interest for any of these courses please email [info@esi-au.com](mailto:info@esi-au.com) or call us on

+61 2 9080 4390

For more information please visit our website [www.esi-au.com](http://www.esi-au.com)

### Program Details

Registration for programs is at 8.30am on the day  
All programs commence at 9.00am and conclude at 5.00pm

Smart casual attire is acceptable

Course will be confirmed 2 weeks prior to course commencement date

### Terms and Conditions

Only one course date reschedule permitted at no charge if notified within required dates as listed below. Reschedule request and cancellation is required in writing.

No penalty applies if date of reschedule or cancellation is outside 15 working days of the course.

50% of the course fee is payable if reschedule or cancellation is within 6-15 working days (inclusive) of course 1st day.

100% of course fee is payable if reschedule or cancellation is within 0-5 working days (inclusive) of course 1st day

Where the attendance has been rescheduled for the 2nd time 100% of the course fee will be charged.

ESI International reserves the right to cancel courses due to insufficient enrolments or conditions beyond its control

Notifications of cancellations will be made as early as practical and include the option of a full refund or postponement to next course

National Qualification under AQF and Industry Certification (PMI & AIPM) available



## COURSE LICENCE AGREEMENTS PROPRIETARY RIGHTS

ESI International Pty Ltd (ESI) is the sole and exclusive proprietor of all rights including copyrights. No part of these materials may be copied, photocopied or reproduced in any form or by any means without the permission in writing from ESI. The Client recognises ESI proprietary right to all course materials. You may not resell or sub licence the courses. This agreement is for ESI training courses, for use in Australia and New Zealand only. Under no circumstances may the client transport/ship materials to another country without prior permission in writing from ESI.

A Participant Licence Fee is paid for each individual trained. Participant materials are designed for use by a single course participant only during the period of the course and for the purchasers use and retention upon completion of the course. The course materials are designed for use by the Client only. Any other use is prohibited without written permission of ESI. Clients may neither use nor resell these materials or return them for refund or credit.

### Privacy Act Consent

If ESI considers it relevant to assessing a clients application for commercial credit, the client agrees to ESI giving to and obtaining from a credit reporting agency, a credit report and/or a credit reference containing personal or commercial information about the clients consumer credit worthiness or the client's commercial activities.

Credit Account facilities may be terminated at ESI International's discretion at any time without notice to the applicant. A credit application will be deemed to have been accepted by ESI either on issue of written acceptance by ESI to the applicant or on ESI accepting a signed Sales Order Agreement form from the Applicant, whichever occurs first.

## COURSE AGREEMENT

### Public Course Registration

The client will be invoiced on receipt of registration and agrees to pay the course fees indicated in return for participation in the course on the dates and at the times indicated

### Reschedule and Cancellation Fees (no further commitment to proceed)

#### Course

Notes: \* Only one course date reschedule permitted at no charge if notified within required dates as listed below.  
\* Reschedule request and cancellation is required in writing.

- i. No penalty applies if date of reschedule or cancellation is outside 15 working days of the course.
- ii. 50% of the course fee is payable if reschedule or cancellation is within 6 –15 working days (inclusive) of course 1st day.
- iii. 100% of course fee is payable if reschedule or cancellation is within 0 –5 working days (inclusive) of course 1st day
- iv. Where the attendance has been rescheduled for the 2nd time 100% of the course fee will be charged.

### Transfers

Transfers may be made without charge up to 15 business days prior to course commencement. Transfers within 15 business days of course commencement will be subject to a 15% administration fee. Alternate candidates are acceptable at no additional charge. ESI International reserves the right to cancel courses due to insufficient enrolments or to conditions beyond its control. Notification of any cancellation will be made as early as practical and include a full refund.

### Pre Payment Terms

Payment for the full invoice amount is required within 7 working days of issue of the invoice and prior to commencement of the course.

### Payment

Bank transfers, cheques and credit card (VISA, MasterCard, Diners and American Express) payments are accepted. Payment must be received prior to dispatching of any materials.

### Credit Card Payment

A processing fee will be applied for credit card payments to reflect the bank fees charged to ESI International Pty Ltd, this will be added to your invoice. The fees are currently 1.5% for Visa and MasterCard and 3% for American Express and Diners, plus applicable GST.