

Diploma of Project Management – Desirable Experience Self-Assessment Checklist

Please review the following statements and tick those that apply to you. These indicators reflect desirable experience to support your success in the course.

Desirable Experience Indicator

- ☐ I am currently working in, or have recent experience in, the field of project management (e.g., project manager, leadership, project team leader).
- ☐ I have contributed to, or have access to, **planning, scheduling, or monitoring project activities**.
- ☐ I have participated in, or have access to, **project meetings, reporting, or stakeholder communications**.
- ☐ I have participated in, or have access to, **risk documentation** activities (e.g., risk analysis, control measures, contingency planning).
- ☐ I have contributed to, used, or have access to, **HR and stakeholder documentation** (e.g., stakeholder analysis, governance charts, communication plans, team breakdowns).
- ☐ I have contributed to or reviewed, or have access to, **project management plans** (e.g., scope, time, cost, quality, risk, HR, communication management).
- ☐ I have a mentor, supervisor, or manager who can support me in my project management studies.
- ☐ I have computer skills to use digital tools to be able to navigate and use online content.

Please note: If you have limited experience or exposure to project management, we recommend you begin your studies with the **Certificate IV in Project Management Practice**.

[BSB40920 Certificate IV in Project Management Practice](#)

Career Focus

Certificate IV in Project Management Practice

- Supporting project operations
- Contributing to project tools and methods **selectively**
- Participating to organisational or business activities
- Ideal for **project assistants, administrators, or team members**