

Project Manager



Role overview: A Digital Project Manager is instrumental in steering your organisation's digital projects to successful completion. They coordinate teams, manage resources and oversee timelines – ensuring your objectives are met on time and within budget.



Step 1: Discover

- Sourcing
- Testing and matching
- Culture fit interview
- Candidate approval

Watch this video for a demo of shortlisting and interviewing candidates on *Potential*



Step 2: Train (avg 100 hrs)

- Introduction to Digital Project Management
- Certified Project Officer
- Consulting Fundamentals
- Business Analyst Foundations



Step 3: Demonstrate

Capstone: SFIA level 3
Ensure the success of a sample scenario by designing a project plan for a new tech team.

[Read more about Capstones](#)

This Capstone is an example only, and can be tailored to your organisations needs.



Step 4: Deploy

- Internal hiring
- Onboarding



Step 5: Grow

- Post deployment
- Capstone: SFIA level 4
- Capstone: SFIA level 5

Project Manager



Below is the recommended training for candidates to be job-ready as a Project Manager. This suite of courses can be completed in as little as 100 hours.

[Explore the full Digital Project Management pathway](#)

Duration: 20 hrs



Introduction to Project Management

- Define projects, frameworks, methodologies and project lifecycles
- Understand and build stakeholder relationships
- Understand the key principles of change management
- Schedule projects from scope to critical path
- Understand the software development lifecycle and agile methodologies

Duration: 30 hrs



Certified Project Officer

This course will enable students to apply project management knowledge in a broad range of settings and play a fundamental role in project success.

- Project frameworks
- Project/service stakeholders
- Choosing the right project
- Communication
- Requirement analysis
- Project scheduling
- Risk management
- Change management
- Service delivery

Duration: 40 hrs



Business Analyst Foundations

- Understand and implement fundamental knowledge of business analysis
- Plan and define projects
- Elicit project requirements
- Understand the role of a Business Analyst in design and development, including testing

Duration: 5-10 hrs



Consulting Fundamentals

- Introduction to consulting and the different types used in the field
- An in-depth look at what business acumen is and how a consultant can understand problems in an organisation
- Understanding the foundational communication and presentation skills a consultant needs to know
- How a consultant may further their education and professional development to better assist a business

Capstone: SFIA level 3



CAPSTONE PROJECT

A Capstone project is a practical exercise which enables students to demonstrate technical proficiency before stepping into a new role.

The final Capstone presentation is made to the employer or hiring manager and other relevant team members who may ask technical questions relevant to the person's new skill set.



Project Manager Capstone outline



Ensure the success of a sample scenario by designing a project plan for a new tech team.



- Implement a strategy to set the team up for future success
- Create a Work Breakdown Structure
- Track and assign work with a Kanban board

SFIA skills tested

Portfolio, programme and project support **PROF | Level 3**

Providing support and guidance on portfolio, programme and project management processes, procedures, tools and techniques.

- Provides administrative services to project boards, project assurance teams and quality review meetings.
- Uses recommended portfolio, programme and project control solutions for planning, scheduling and tracking.
- Sets up project files, compiles and distributes reports.
- Provides guidance on project management software, procedures, processes, tools and techniques.

Organisational change management **CIPM | Level 3**

Planning, designing and implementing activities to transition the organisation and people to the required future state.

- Follows standard techniques to investigate and analyse the size, nature and impact of changes to operational activities.
- Contributes to the recommendations for change management plans and actions.
- Supports implementation and engages with stakeholders under direction.