



Australian Government

Assessment Requirements for BSBADM407 Administer projects

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- Prepare a project scope, schedule and budget which includes a clear communication strategy with reference to all legislative and organisational requirements
- Coordinate a project according to predetermined timeframes and available resources including the production and maintenance of accurate records
- Review and measure outcomes for the project on completion.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify legislation that may affect aspects of project administration
- summarise relevant organisational policies and procedures for project administration
- outline project planning tools
- explain budgeting strategies used for projects
- identify techniques for project planning and setting milestones.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

- workplace project documentation
- relevant enterprise policies and procedures.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>