



Australian Government

BSBPMG518 Manage project procurement

Release: 1

BSBPMG518 Manage project procurement

Modification History

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

Application

This unit describes the skills and knowledge required to undertake procurement in projects.

It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Determine procurement requirements	1.1 Identify procurement requirements with input from stakeholders as basis for procurement planning 1.2 Establish and maintain, within delegated authority, agreed procurement management plan
2. Establish agreed procurement processes	2.1 Obtain information from suppliers capable of fulfilling procurement requirements 2.2 Determine or adopt established selection processes and selection criteria, and communicate to vendors to ensure transparency 2.3 Obtain relevant approvals for procurement processes to be used

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1	<ul style="list-style-type: none"> Organises, evaluates and critiques ideas and information from a range of complex texts
Writing	1.2, 2.2, 2.3	<ul style="list-style-type: none"> Develops plans using vocabulary, structure and conventions appropriate to text Creates documents for external use using required format and vocabulary suitable for audience Drafts requests for approvals using organisational formats
Oral Communication	1.1, 2.1, 2.3	<ul style="list-style-type: none"> Participates in verbal exchanges using clear language to seek and provide information, or request approvals Uses active listening and questioning techniques to confirm understanding
Numeracy	1.1	<ul style="list-style-type: none"> Recognises cost parameters and interprets numerical information accordingly
Navigate the world of work	1.2	<ul style="list-style-type: none"> Understands responsibilities and boundaries of own role
Interact with others	1.1, 2.1-2.3	<ul style="list-style-type: none"> Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information
Get the work done	1.1,1.2, 2.2	<ul style="list-style-type: none"> Sequences and schedules complex activities, monitors implementation and manages relevant communication Makes decisions based on analysis of options against set criteria

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG518 Manage project procurement	BSBPMG518A Manage project procurement	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes