BSBPMG539 Manage project governance

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to establish and implement project governance. It involves identifying, applying, monitoring and reviewing project governance.

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

Business Competence – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify project governance structure	1.1 Identify project scope, timeline, resources and budget 1.2 Identify stakeholders required for project governance and decision-making 1.3 Assign governance roles and responsibilities to relevant stakeholders and establish delegated authorities 1.4 Develop and communicate governance plan to relevant stakeholders
2. Develop relevant documents and apply project governance	2.1 Create a decision-making framework 2.2 Provide information on governance planning to team 2.3 Identify potential risks and develop risk management plan 2.4 Plan for any change and establish change management processes

ELEMENT	PERFORMANCE CRITERIA
	2.5 Develop processes to manage budget and resources
	2.6 Develop relevant documents related to communication, conflict management and stakeholder management
	2.7 Seek approval from relevant stakeholders on all project documentation
3. Monitor project governance	3.1 Develop knowledge management systems to capture progress, insights and experiences
	3.2 Track progress against established timeline and budget and confirm deadlines are being met
	3.3 Communicate to organisation and project authorities on performance and issues arising from governance arrangements
4.Review project governance	4.1 Analyse and review project governance impact on achieving project objectives
	4.2 Seek feedback from relevant stakeholders on project governance
	4.3 Document lessons learned, identified improvements and recommendations to assist future projects

Foundation Skills

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

SKILL	DESCRIPTION
Reading	• Evaluates and critiques ideas and information from a range of sources and determines how content may be applied according to organisational requirements
Writing	• Develops plans, reports and recommendations using vocabulary, structure and conventions appropriate to text
Oral Communication	• Participates in a range of verbal exchanges using clear and detailed language to provide relevant information • Uses active listening and questioning to confirm understanding
Self-management	• Recognises and responds to explicit and implicit organisational procedures and protocols • Takes responsibility for high-impact decisions in complex situations
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and agreement

PwC's Skills for Australia

SKILL	DESCRIPTION
Problem-solving	• Manages conflict in workplace through recognising contributing factors and implementing resolution strategies • Recognises and addresses complex problems involving multiple variables
Planning and organising	• Organises time and effort around priorities and results, focusing beyond immediate tasks to consider work performance of group • Uses experience to reflect on how variables impact decision outcomes, and to gain insights into effective decision-making in different contexts

Unit Mapping Information

Supersedes and is equivalent to BSBPMG520 Manage project governance.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10