



Australian Government

Department of Education, Employment and Workplace Relations

BSBPMG510A Manage projects

Release: 1

BSBPMG510A Manage projects

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project.</p> <p>This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>The unit focuses on the application of project management skills and the requirement to meet time lines, quality standards, budgetary limits and other requirements set for the project.</p> <p>The unit does not apply to specialist project managers. For specialist project managers, the units of competency in the Project Management competency field will be applicable.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Define project	<p>1.1. Access <i>project scope and other relevant documentation</i></p> <p>1.2. Define project <i>stakeholders</i></p> <p>1.3. Seek clarification from <i>delegating authority</i> of any issues related to project and <i>project parameters</i></p> <p>1.4. Identify limits of own responsibility and reporting requirements</p> <p>1.5. Clarify relationship of project to other projects and to the organisation's objectives</p> <p>1.6. Determine and access available resources to undertake project</p>
2. Develop project plan	<p>2.1. Develop <i>project plan</i> including timelines, work breakdown structure, role and responsibilities and other details of how the project will be managed in relation to the project parameters</p> <p>2.2. Identify and access appropriate <i>project management tools</i></p> <p>2.3. Formulate risk management plan for project, including occupational health and safety (OHS)</p> <p>2.4. Develop and approve project budget</p> <p>2.5. Consult team members and take their views into account in planning the project</p> <p>2.6. Finalise project plan and gain any necessary approvals to commence project according to documented plan</p>
3. Administer and monitor project	<p>3.1. Take action to ensure project team members are clear about their responsibilities and the project requirements</p> <p>3.2. Provide <i>support for project team members</i>, especially with regard to specific needs, to ensure that the quality of the expected outcomes of the project and documented time lines are met</p> <p>3.3. Establish and maintain <i>required record keeping systems</i> throughout the project</p> <p>3.4. Implement and monitor plans for managing project finances, resources (human, physical and technical) and quality</p> <p>3.5. Complete and forward project reports as required to stakeholders</p> <p>3.6. Undertake <i>risk management</i> as required to ensure</p>

ELEMENT	PERFORMANCE CRITERIA
	project outcomes are met 3.7.Achieve project deliverables
4. Finalise project	4.1.Complete financial record keeping associated with project and check for accuracy 4.2.Assign staff involved in project to new roles or reassign to previous roles 4.3.Complete project documentation and obtain any <i>necessary sign offs</i> for concluding project
5. Review project	5.1.Review project outcomes and processes against the project scope and plan 5.2.Involve team members in the project review 5.3.Document lessons learnt from the project and report within the organisation

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication and negotiation skills to work with team members and other stakeholders to maintain project schedules
- literacy skills to read, write and review a range of documentation
- planning and organising skills to develop, monitor and maintain implementation schedules
- numeracy skills to analyse data, and to compare time lines and promotional costs against budgets
- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities.

Required knowledge

- relevant legislation from all levels of government that may affect aspects of business operations, such as:
 - anti-discrimination legislation
 - ethical principles
 - codes of practice
 - privacy laws
 - environmental issues
 - OHS
- organisational structure, and lines of authority and communication within the organisation
- how the project relates to organisation's overall mission, goals, objectives and operations.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- development of a project plan
- details of monitoring arrangement/s and evaluation of the project plan's efficacy to address time lines and budgets of project
- knowledge of relevant legislation.

Context of and specific resources for assessment

Assessment must ensure:

- access to workplace project documentation.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- observation of presentations
- oral or written questioning to assess knowledge of how the project relates to the organisation's overall mission, goals, objectives and operations
- review of project risk management plan and project plan
- evaluation of project reports forwarded to stakeholders
- analysis of documentation reviewing project outcomes and processes against the project scope and plan
- evaluation of documentation outlining lessons learnt from the project.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- other project management units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Project scope and other relevant documentation</i> may include:	<ul style="list-style-type: none"> • contract or other agreement • project brief • project plan or summary • other documents outlining expected outcomes of the project, inclusions and exclusions from project, timeframes for project, quality standards for project, project resources
<i>Stakeholders</i> may include:	<ul style="list-style-type: none"> • clients or customers (internal and external) • funding bodies • management, employees and relevant key personnel (internal and external) with special responsibilities • project sponsor
<i>Delegating authority</i> may include:	<ul style="list-style-type: none"> • customer or client • funding body • manager or management representative • project sponsor
<i>Project parameters</i> may include:	<ul style="list-style-type: none"> • finances for project • integration of project within organisation • legislative and quality standards • physical, human and technical resources available or required for project • procurement requirements associated with project • reporting requirements • risks associated with project, including OHS • scope of project • time lines
<i>Project management tools</i> may include:	<ul style="list-style-type: none"> • cost schedule control system • Critical Path Method • Gantt and bar charts • life cycle cost analysis • logistics support analysis

RANGE STATEMENT	
	<ul style="list-style-type: none"> • PERT charts • project management software • spreadsheets • technical resources required for the project, for example OHS management system tools
<i>Support for project team members</i> may include:	<ul style="list-style-type: none"> • additional physical, human and technical resources (within allocated budget) if and as required • encouragement • feedback • learning and development • regular project team meetings • supervision, mentoring and coaching
<i>Required record keeping systems</i> may include systems for:	<ul style="list-style-type: none"> • correspondence • financial data including costs, expenditure, income generated, purchases • project outcomes • quality data including any test results • recording of time spent on project and progress in completing project • samples, prototypes, models
<i>Risk management</i> may include:	<ul style="list-style-type: none"> • changing roles and responsibilities within project team • negotiating an extension of deadline, or redefining completion or quantities or quality of outcomes • outsourcing some aspects of the project • reducing costs • researching and applying more efficient methods for completing project tasks • seeking further resources to meet deadline • sharing of ideas to gain improvements to work undertaken within the project
<i>Necessary sign offs</i> may be required by:	<ul style="list-style-type: none"> • clients, customers • funding body • management • project sponsor

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Management
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Co-requisite units

Co-requisite units		