



Australian Government

Department of Education, Employment and Workplace Relations

SRXOGN001A Conduct projects

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit has been developed for the Community Recreation, Fitness, Outdoor Recreation and Sport Industry Training Packages.

This unit covers the planning, preparation and conduct of projects in accordance with a project management plan.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Plan and prepare for project	<p>1.1 Identify work scope, desired outcomes and budget within own area of responsibility</p> <p>1.2 Required resources are identified, available accessed and allocated for effective management and completion of project</p> <p>1.3 Allocate tasks and resources</p> <p>1.4 All administrative activities of project within area of responsibility are identified, including planning of meetings, and preparation of minutes, papers and reports</p> <p>1.5 Occupational health and safety standards, statutory requirements, relevant codes and regulations applicable to project are identified, applied and monitored throughout the work procedure</p> <p>1.6 Identify all key milestones of the project within own area of responsibility and those impacting upon own area of responsibility including contract requirements and key recording/reporting dates for measurement of outcomes</p> <p>1.7 Link project budgets to key outcomes within projects and incorporate reporting mechanisms to ensure payments are made/received as outcomes are achieved</p> <p>1.8 Identify interrelationship with other concurrent projects and/or other aspects of overall project management plan and identify relevant personnel who should be informed and consulted</p> <p>1.9 Confirm agreements with service providers within key dates</p> <p>1.1 Develop contingency management plans for</p> <p>0 project outcomes within own area of responsibility</p>

- 2 **Implement and administer project**
 - 2.1 Coordinate, alterations to service delivery or access in accordance with statutory, industry and organisation standards where required
 - 2.2 Coordinate supplementary functions, such as specialist or additional equipment and/or specialised personnel
 - 2.3 Execute communication processes to ensure adequate information flow between colleagues and all relevant personnel within project management team
 - 2.4 Regularly review and compare **project** progress with base-line plans
 - 2.5 Identify deviations from plan and take actions to recover original **project** program through **monitoring and reporting arrangements**
 - 2.6 The appropriate personnel are notified and direction sought where original program requirements cannot be met
- 3 **Coordinate project administration**
 - 3.1 Monitor costs associated with the **project** and approve payment of invoices if appropriate
 - 3.2 **Monitor time frames** for the achievement of various aspects of the **project** and take appropriate action taken to meet deadlines, as necessary
 - 3.3 Regularly review **project variables** in relation to safety, quality, **resources**, timeframe and equipment
 - 3.4 Keep relevant people fully informed of **project** progress
 - 3.5 Maintain **project** records in accordance with **project** and organisational requirements
- 4 **Finalise and review project administration**
 - 4.1 Undertake and complete **procedures for winding up a project**
 - 4.2 Provide relevant information and **measurement of outcomes** in an accurate and concise format to **project** management team to enable evaluation of all aspects of the **project activities**

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statements

Critical aspects of evidence to be considered

Assessment must confirm sufficient knowledge of conducting projects in the work environment

Assessment of performance should be over a period of time covering two categories of project from the Range Statements and all categories of other variables that are applicable in the learners work environment

In particular, assessment must confirm the ability to

plan a project effectively

apply occupational health and safety standards and other relevant statutory requirements and codes of practice

allocate and coordinate the work of other colleagues assisting with the project

apply the organisation's documentation and reporting procedures and policies

monitor timelines, milestones and budgets

effectively use oral and written communication to maintain communication regarding project progress to all relevant staff

identify and resolve conflict within area of responsibility

apply time and resource planning and management skills

meet project timelines within project budget

ensure wind up procedures, such as auditing, take place

Interdependent assessment of units

This unit must be assessed after attainment of competency in the following unit(s)

BSBCMN301A Exercise initiative in a

business environment

This unit must be assessed in conjunction with the following unit(s)

BSBCMN402A Develop work priorities

For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)

Nil

Required knowledge and skills

Required knowledge

Knowledge of organisation's policies and procedures, particularly in regard to engaging internal and external services

Relevant occupational health and safety legislation pertaining to application within the workplace

Relevant statutory requirements and codes of practice

Environmental policies/requirements

Quality assurance and control principles

Project management techniques

Organisation's financial recording and reporting requirements

Required skills

Communication skills to effectively consult with project members and circulate information on project progress

Ability to define and monitor objectives of the project group

Coordination skills to manage project resource within timelines and budget

Liaison and negotiation skills to deal with internal and external service providers

Planning skills to develop the stages of the project

Problem solving skills to propose solutions

from a range of possible solutions

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Literacy and numeracy skills in regard to onsite and project documentation and use of computer applications

Resource implications

Physical resources - assessment of this competency requires access to

a work environment with a project to be planned and implemented

Human resources - assessment of this competency will require human resources consistent with those outlined in the Assessment Guidelines. That is, assessors (or persons within the assessment team) must be competent in this unit, but preferably be competent in the unit at the above level

be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area

have attained the mandatory competency requirements for assessors under the Australian Quality Training Framework (AQTF) as specified in Standard 7.3 of the **Standards for Registered Training Organisations**

Consistency in performance

Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over the Range Statements and contexts applicable to the work environment

Context for assessment

This unit of competency must be assessed in the context of a sport or recreation activity. For valid and reliable assessment the sport or recreation activity should closely replicate the work environment. The environment should be safe, with the hazards, circumstances and equipment likely to be encountered in a real workplace

This unit of competency should be assessed through the observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes

Where performance is not directly observed and/or is required to be demonstrated over a "period of time" and/or in a "number of locations", any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

KEY COMPETENCIES

Collect, Analyse & Organise Information	Communicate Ideas & Information	Plan & Organise Activities	Work with Others & in Teams	Use Mathematical Ideas & Techniques	Solve Problems	Use Technology
2	2	2	2	2	2	2

These levels do not relate to the Australian Qualifications Framework. They relate to the seven areas of generic competency that underpin effective workplace practices.

The three levels of performance (1, 2 and

3) denote the level of competency required to perform the task:

Use routine approaches

Select from routine approaches

Establish new approaches

Collecting, analysing and

organising information - To plan, implement, coordinate and review the project in accordance with the project outline

Communicating ideas and information -

Facilitate communication processes between colleagues and all relevant personnel on the project management

t team

**Planning
and
organising
activities -**

Plan,
prepare and
conduct
project

**Working
with teams
and others**

-

Allocate/m
onitor tasks
and identify
relevant
personnel
who should
be
informed
on progress
of the
project

**Using
mathemati
cal ideas
and
techniques**

- To
monitor
and control
project
budget

**Solving
problems -**

Identify
deviations
from the
project plan
and
develop
contingenc
y
managemen
t plans

within own
area of
responsibili
ty

**Using
technology**

- Use
project
planning
software

Please refer
to the
Assessment
Guidelines
for advice
on how to
use the Key
Competenci
es.

Range Statement

Range Statements

The Range Statements provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. The Range Statements relate to the unit as a whole and helps facilitate holistic assessment. In addition, the following variables may be present for this particular unit of competency

RANGE STATEMENT

CATEGORIES

Contract requirements

[all categories]
 project scope
 performance standards
 agreed timelines
 goals and objectives
 names of parties bound by contract
 payment issues
 project description
 completion requirements
 timelines
 staffing
 ownership of materials
 indemnity and insurance

Key milestones

[all categories]
 contract requirements
 developing a workplan
 use of project planning software
 timelines
 progress reports
 achievement of key tasks/project phases
 measurement/achievement of set outcomes
 completion of tasks
 completion of contract phases/requirements

Measurements of outcomes

[all categories]
 project objectives

project outcomes
 benchmarks
 standards
 key performance indicators
 project monitoring process
 achievement of timelines
 costs

Monitoring and reporting arrangements

[all categories]
 team reports
 project control chart
 control point chart
 milestone chart
 budget control chart

Monitor timeframes

[all categories]
 project progress
 performance
 communicating with team members
 coordinating team meetings
 providing/seeking feedback
 solving problems/issues
 facilitating change to project plan

Procedures for winding up a project

[all categories]
 'signing off' on project completion/delivery of project outcomes
 evaluation and review of actual costs compared to budgeted costs
 auditing
 formal reporting

Project

[two categories]
 includes any task undertaken within the work environment, excluding construction/renovation, with a definite beginning and end with specified outcomes

and may include
internal or external projects
conferences and major meetings
promotional or other events
introduction of new technology or systems
product development
research/development projects
ongoing business projects
compels, eg, feasibility study

Project activities

[all categories]
coordinating staff
ensuring tasks are carried out
communicating advice/information to team
meetings, including preparation of minutes,
papers and reports
preparing project plan
preparing project documentation
monitoring financial arrangements
processing invoices
monitoring timelines
monitoring progress

Project variables

[all categories]
type and accountability
number of staff
timelines
resources available
budget

Resources

[all categories]
all service providers
material
equipment
tools

Service providers

finances

[all categories]

internal staff and specialists

external specialists

contractors

Unit Sector(s)

Not applicable.