AUMAMA004 Coordinate automotive project activities

Release: 1

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Modification History

Release	Comment
Release 1	Unit updated to reflect the new standards for Training Packages Replaces AUMAMA5004 Coordinate project activities

Application

This unit describes the performance outcomes required to coordinate project activities in a broader project, and includes coordinating resources in order to meet project timelines and requirements.

It applies to those in an automotive manufacturing environment.

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

Competency Field

Manufacturing - Common

Unit Sector

Management, Leadership and Supervision

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section
1. Develop project understanding	1.1 Project plans are reviewed with ***project leader*** to identify required outcomes 1.2 ***Project requirements*** are reviewed and clarified 1.3 Work instructions, plans and processes are identified 1.4 Resource requirements are identified and tasks allocated to team members
2. Implement project	2.1 Agreed project scope and processes are implemented

PwC's Skills for Australia

Elements	Performance Criteria
	according to relevant legislation, regulations, codes of practice and workplace procedures
	2.2 Progress is recorded and reported according to workplace procedures and requirements
3. Monitor and coordinate project	3.1 Team members are supported to ensure that the outcomes of project activities and timelines are met
	3.2 Record-keeping systems are monitored to ensure that they are maintained by the team members
4. Coordinate project follow-up activities	4.1 Project activity, outcomes and processes are reviewed with *stakeholders* against the project plan and scope
	4.2 Delivery of project activity reports is monitored to ensure that reports are complete
	4.3 Project leader is assisted in assembling data and issues for inclusion in project final report

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Skills	Description
Reading skills to:	• interpret and review the project plan • interpret instructions and plans, relevant legislation, regulations, standards, codes of practice, established safe practices and workplace procedures.
Writing skills to:	• record and report project progress.
Oral communication skills to:	• communicate with project team members and key stakeholders • discuss project plan with team leader and clarify project requirements • allocate tasks to team members • verbally report progress and talk to team members to ensure that they are supported.
Numeracy skills to:	• determine project timelines • calculate budgets and costs • calculate material requirements.
Digital literacy skills to:	• use computers and computer software, such as email, databases, spreadsheets and word processing.
Planning and organising	• set up processes and procedures to ensure that timelines, budgets

Skills	Description
skills to:	and risk management plans are followed.
Problem-solving skills to:	• manage problems as they arise.
Teamwork skills to:	• work effectively with diverse team members • actively support team members • ensure that team members are contributing to the project.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Project leader must include:	• person with authority to undertake the project and to realise project's objectives, and contribute to the project design, further design, prioritisation, and resources.
Project requirements must include:	• budget • project risk management plans • timelines.
Stakeholders must include:	• corporate resource and budget managers • design engineers • trial operators.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bd587669-08b3-4cd5-85f0-f9fa0c6304c1