



**Australian Government**

# **BSBMGT402 Implement operational plan**

**Release: 1**

## BSBMGT402 Implement operational plan

### 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 implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required.

It applies to individuals who plan activities to achieve the measurable, stated objectives of the team and the organisation. At this level work will normally be carried out within routine and non-routine methods and procedures which require planning, evaluation, leadership and guidance of others.

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

### Unit Sector

Management and Leadership – 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. Implement operational plan	1.1 Collate, analyse and organise details of resource requirements in consultation with relevant personnel, colleagues and specialist resource managers 1.2 Implement operational plans to contribute to the achievement of organisation's performance/business plan 1.3 Identify and use key performance indicators (KPIs) to monitor operational performance 1.4 Manage contingencies by adjusting the implementation of the operational plan in consultation with others

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	1.5 Provide assistance in the development and presentation of proposals for resource requirements in line with operational planning processes
2. Implement resource acquisition	2.1 Recruit and induct employees within organisation's policies, practices and procedures 2.2 Implement plans for acquisition of physical resources and services within organisation's policies, practices and procedures and in consultation with relevant personnel
3. Monitor operational performance	3.1 Monitor performance systems and processes to assess progress in achieving profit/productivity plans and targets 3.2 Analyse and use budget and actual financial information to monitor profit/productivity performance 3.3 Identify unsatisfactory performance and take prompt action to rectify the situation according to organisational policies 3.4 Provide mentoring, coaching and supervision to support individuals and teams to use resources effectively, economically and safely 3.5 Present recommendations for variation to operational plans to the designated persons/groups and gain approval 3.6 Implement systems, procedures and records associated with performance in accordance with organisation's requirements

## Foundation Skills

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

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Learning	3.4	<ul style="list-style-type: none"> <li>Actively reinforces learning by applying new knowledge and skills in mentoring, coaching and supervising others</li> </ul>
Reading	1.1-1.5, 2.1, 2.2, 3.1, 3.2, 3.6	<ul style="list-style-type: none"> <li>Identifies, interprets, analyses and reviews textual information related to the operational plan and monitoring of operational performance</li> </ul>
Writing	1.1-1.5, 2.1, 2.2, 3.2-3.6	<ul style="list-style-type: none"> <li>Communicates relationships between ideas and information, matching style of writing to purpose and audience</li> </ul>

		<ul style="list-style-type: none"> <li>Researches, plans and prepares workplace documentation for relevant stakeholders using organisational formats</li> </ul>
Oral Communication	1.1, 1.4, 1.5, 2.1, 2.2, 3.3, 3.4, 3.5	<ul style="list-style-type: none"> <li>Participates in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience</li> </ul>
Numeracy	1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3	<ul style="list-style-type: none"> <li>Selects and uses familiar mathematical techniques to organise timely supply of adequate resources for the operational plan and to use budgetary information to monitor performance</li> </ul>
Navigate the world of work	1.5, 2.1, 2.2, 3.3, 3.4, 3.6	<ul style="list-style-type: none"> <li>Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment</li> </ul>
Interact with others	1.1, 1.4, 1.5, 2.1, 2.2, 3.3, 3.4, 3.5	<ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating with diverse individuals to build rapport, seek or present information</li> <li>Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion</li> </ul>
Get the work done	1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 3.1, 3.2, 3.3, 3.6	<ul style="list-style-type: none"> <li>Takes responsibility for planning, organising, implementing and monitoring tasks required to achieve required outcomes</li> <li>Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria</li> <li>Evaluates effectiveness of decisions in terms of how well they met stated goals</li> <li>Recognises and addresses an increasing range of familiar problems by implementing contingency plans</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBMGT402 Implement operational plan	BSBMGT402A Implement operational plan	Updated to meet Standards for Training Packages.  Edits to clarify intent	Equivalent unit

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
		of Performance Criteria.	

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>