BSBPMG410 Apply project time management techniques

Release: 1

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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 assist with project scheduling activities, apply and monitor the agreed project schedule, and evaluate the effectiveness of time management for the project.

It applies to individuals who are project practitioners working in a project support role.

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

Unit Sector

Management and Leadership – 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. Assist in developing project schedule	1.1 Contribute to developing work breakdown structure with sufficient detail to enable effective planning and control 1.2 Contribute to estimating duration and effort, sequence and dependencies of tasks to achieve project deliverables 1.3 Assist in using project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks 1.4 Contribute to achieving an agreed schedule baseline and communicating the schedule to stakeholders
2. Maintain project schedule	2.1 Use techniques to measure, record and report progress of activities in relation to agreed schedule

ELEMENT	PERFORMANCE CRITERIA
	2.2 Record baseline variance between actual and planned progress
	2.3 Contribute to forecasting impact of change on the schedule and analysing options
	2.4 Update task status and agreed changes to maintain currency and accuracy of schedule
3. Participate in assessing time-management outcomes	3.1 Assist in review of project performance to determine effectiveness of time management
	3.2 Document scheduling and time-management issues and responses to assist in project evaluation

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 3.1	• Interprets project documentation to determine scheduling requirements and review performance
Writing	1.1, 1.3, 2.1, 2.2, 2.4, 3.2	• Documents project activities using structure, layout, vocabulary, and conventions appropriate to context
Oral Communication	1.4, 3.1	• Interacts effectively in verbal exchanges, using clear language and appropriate features to convey information • Uses active listening and questioning to elicit and assess relevant information
Numeracy	1.2, 1.3, 2.1	• Selects and applies a range of mathematical strategies to determine resources and measure work output against a predetermined timeline
Interact with others	1.4, 3.1	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders in a range of work contexts
Get the work done	1.1, 1.3, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2	• Plans and implements tasks required to monitor implementation of plans • Reviews and reflects on outcomes to identify whether objectives were met • Uses digital tools to enter, analyse and present data and information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG410 Apply project time-management techniques	BSBPMG410A Apply project time-management techniques	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10