



Australian Government

**Assessment Requirements for BSBPMG414
Apply project information management and
communications 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.

Performance Evidence

Evidence of the ability to:

- lead an effective team in planning and implementing all necessary communications for a workplace project
- evaluate and review project communication outcomes and make recommendations for future improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise models and methods of communications management in context of project life cycle and other project management functions
- explain importance of managing risk by treating information securely
- outline methods of reviewing outcomes
- identify organisational policies and procedures relevant to this role in a specific context.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- examples of project management documentation for communications-management purposes
- documentation about project team involvement in communications activities
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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