Australian Government

# BSBPMG417 Apply project life cycle management processes

**Release: 1**

# BSBPMG417 Apply project life cycle management processes

## 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 in implementing project life cycle management processes.

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 establishing project | 1.1 Identify and clarify project initiation documentation where required<br><br>1.2 Establish relationship between the project and broader organisational strategies and goals<br><br>1.3 Assist in negotiating and documenting project objectives, outcomes and benefits<br><br>1.4 Assist in establishing the project governance structure<br><br>1.5 Assist in drafting a project charter for approval |
| 2. Support project planning and design processes | 2.1 Support breakdown of project objectives into achievable project deliverables<br><br>2.2 Assist in identifying project stages, and key requirements for stage completion |

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| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
|  | 2.3 Identify project milestones and map clearly against time and objectives |
|  | 2.4 Assist in consolidating associated plans and baselines in project management plan |
|  | 2.5 Support negotiation with relevant stakeholders and project authority to gain approval of project plan |
| 3. Assist with project control and execution | 3.1 Maintain and update records against project deliverables and plans at required intervals |
|  | 3.2 Prepare status reports on project progress and identified issues |
|  | 3.3 Assist with undertaking an impact analysis of proposed changes to the project |
|  | 3.4 Maintain relevant project logs and registers accurately and regularly to assist with project audit |
|  | 3.5 Update associated plans to reflect project progress against baselines and approved changes |
| 4. Assist with project finalisation | 4.1 Assist with project finalisation activities where required |
|  | 4.2 Prepare project products and associated documentation for handover to client |
|  | 4.3 Assist in completing financial, legal and contractual obligations where required |
|  | 4.4 Contribute perspectives on project performance to assist with project review assessments |

## 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 | 1.1,1.2, 2.3, 2.4, 3.1, 3.2, 3.5, 4.3 | • Recognises and interprets textual information from a range of sources and determines how content may be applied to organisational requirements |
| Writing | 1.1-1.5, 2.3, 2.4, 3.1-3.5, 4.1-4.4 | • Uses clear, industry specific terminology, and appropriate structure, to complete and update, workplace documentation<br>• Maintains records using required vocabulary and |

| | | |
|---|---|---|
| | | formats |
| Oral Communication | 1.3-1.5, 2.2, 2.4, 2.5, 3.3, 4.1, 4.4 | • Participates in verbal exchanges using clear language and appropriate non-verbal features to provide relevant information<br>• Uses active listening and questioning to elicit views and opinions of others |
| Numeracy | 2.3, 2.4, 4.3 | • Interprets mathematical information to finalise financial obligations and measure work outputs against projections |
| Navigate the world of work | 1.2, 2.5, 4.3 | • Understands own responsibilities and considers implications of these when negotiating, planning and undertaking work<br>• Adheres to organisational policies and procedures and legislative requirements |
| Interact with others | 1.3-1.5, 2.2, 2.4, 2.5, 3.3, 4.1, 4.3, 4.4 | • Recognises importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate, with whom, why and how<br>• Collaborates with others as part of familiar routine activities and contributes to specific activities |
| Get the work done | 1.1, 2.1, 2.2, 2.3, 3.3, 3.4, 3.5, 4.1, 4.4 | • Sequences and schedules required tasks, monitors implementation and manages relevant communication<br>• Reflects on outcomes to identify opportunities for improvement |

## Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|---|---|---|---|
| BSBPMG417 Apply project life cycle management processes | BSBPMG417A Apply project life cycle management processes | Updated to meet Standards for Training Packages.<br><br>Minor edits to clarify meaning of Performance Criteria. | Equivalent unit |

# Links

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