



Australian Government

BSBPMG420 Apply project scope 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 7.0.

Application

This unit describes the skills and knowledge required to contribute to the project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes. It also involves applying controls once the project has commenced and contribute to reviewing the suitability of those controls.

The unit applies to individuals who support project managers and other team members to apply project scope management techniques.

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

Unit Sector

Business Competence – Project 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. Contribute to defining project scope	1.1 Participate in identifying project objectives and requirements and review project initiation documentation 1.2 Contribute to identifying project deliverables 1.3 Contribute to identifying measurable outcomes to enable evaluation of project performance 1.4 Contribute to developing and documenting the scope management plan 1.5 Confirm approval of project scope with relevant project authority
2. Apply project scope controls	2.1 Undertake work according to agreed project scope management plan

ELEMENT	PERFORMANCE CRITERIA
	2.2 Identify and respond to variations according to established change control procedures within scope of own responsibility 2.3 Communicate instances of non-compliance with overall scope to the project manager and other team members
3. Contribute to review of scope controls	3.1 Identify scope changes against scope management plan with assistance 3.2 Contribute to reporting scope changes 3.3 Participate in reviewing effectiveness of project outcomes

Foundation Skills

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

Skill	Description
Reading	<ul style="list-style-type: none"> Identifies and analyses complex texts
Writing	<ul style="list-style-type: none"> Contribute to developing and amending plans and associated documentation using appropriate organisational formats and vocabulary
Oral Communication	<ul style="list-style-type: none"> Interacts effectively in verbal exchanges, using clear language to convey information, and active listening and questioning to clarify understanding
Numeracy	<ul style="list-style-type: none"> Selects and applies a range of mathematical and problem-solving strategies to contribute to developing timelines and monitoring progress
Teamwork	<ul style="list-style-type: none"> Uses appropriate communication practices in a range of work contexts Collaborates and cooperates with others to achieve shared goals
Planning and organising	<ul style="list-style-type: none"> Contributes to plans and organises tasks required to monitor and report on project implementation Analyses outcomes to identify future improvements

Unit Mapping Information

Supersedes and is equivalent to BSBPMG409 Apply project scope management techniques.

Links

Companion Volume Implementation Guide is found on VETNet -

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