



**Australian Government**

# **Assessment Requirements for BSBPMG421 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 7.0.

## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- support project managers and other team members to apply project time management techniques during at least two different projects.

In the course of the above, the candidate must:

- create a project schedule showing tasks, deliverable milestones, sequence, dependencies and time estimates
- apply time-management techniques in a project
- use relevant tools and techniques to maintain, monitor and update a project schedule.

## Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- contents of work breakdown structure detail to enable effective project planning and control
- implications of time management for project resources, costs and risks
- methods for estimating task duration and resource requirements
- tools and techniques for managing project time and their particular applications
- methods to evaluate the effectiveness of time management
- techniques used to measure, record and report progress of activities.

## Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation relevant to project management

- planning tools.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## **Links**

Companion Volume Implementation Guide is found on VETNet -

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