



Australian Government

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.

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.

The unit 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

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. Assist in developing project schedule	1.1 Contribute to developing work breakdown structure 1.2 Contribute to estimating duration and effort, sequence and dependencies of tasks to achieve project deliverables 1.3 Contribute to identifying schedule impact on project time management, resource requirements, costs and risks using project scheduling tools and techniques 1.4 Contribute to achieving an agreed schedule baseline and communicating the schedule to stakeholders
2. Maintain project schedule	2.1 Record and report progress of activities in relation to agreed schedule using selected tool 2.2 Record baseline variance between actual and planned progress 2.3 Contribute to forecasting impact of change on the schedule and

ELEMENT	PERFORMANCE CRITERIA
	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 Participate in determining effectiveness of time management from review of project performance 3.2 Contribute to 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	DESCRIPTION
Reading	<ul style="list-style-type: none"> Interprets project documentation to determine scheduling requirements and review performance
Writing	<ul style="list-style-type: none"> Documents project activities using structure, layout, vocabulary, and conventions appropriate to context
Oral Communication	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Selects and applies a range of mathematical strategies to contribute to determining resources and measuring work output against a predetermined timeline
Planning and organising	<ul style="list-style-type: none"> Contributes to plans and implements tasks required to monitor implementation of plans Contributes to reviews and reflections on outcomes to identify whether objectives were met Uses digital tools to enter, analyse and present data and information

Unit Mapping Information

Supersedes and is equivalent to BSBPMG410 Apply project time management techniques.

Links

Companion Volume Implementation Guide is found on VETNet -

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

