



Australian Government

BSBPMG428 Apply project life cycle management processes

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 in implementing project life cycle management processes.

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 establishing project	1.1 Identify project scope 1.2 Identify relevant project stakeholders and team members 1.3 Identify project initiation documentation 1.4 Assist in negotiating and documenting project objectives, outcomes and benefits 1.5 Identify relationship between the project and broader organisational strategies and goals 1.6 Assist in establishing the project governance structure
2. Support project planning and design processes	2.1 Assist in drafting a project charter for approval 2.2 Assist in developing a project budget 2.3 Support relevant personnel in breaking down project objectives into deliverables 2.4 Identify project milestones and map clearly against time and

ELEMENT	PERFORMANCE CRITERIA
	objectives 2.5 Assist in compiling relevant plans and project baselines for project management plan
3. Assist with project control and execution	3.1 Prepare, maintain and update status reports on project progress and identified challenges 3.2 Seek feedback and changes required to the project from relevant stakeholders 3.3 Assist with undertaking an impact analysis of proposed changes to the project 3.4 Update associated plans and reflect project progress against baselines and approved changes
4. Assist with project finalisation	4.1 Prepare finalised project products and associated documentation for handover to client 4.2 Assist in completing financial, legal and contractual obligations 4.3 Provide feedback and suggestions for improvement to project performance 4.4 Review project performance, assessments and document lessons learned

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"> Recognises and interprets textual information from a range of sources and determines how content may be applied to organisational requirements
Writing	<ul style="list-style-type: none"> Uses clear, industry specific terminology, and appropriate structure, to complete and update, workplace documentation Maintains records using required vocabulary and formats
Oral Communication	<ul style="list-style-type: none"> Participates in verbal exchanges using clear language and appropriate non-verbal features to provide relevant information
Numeracy	<ul style="list-style-type: none"> Interprets mathematical information to finalise financial obligations and measure work outputs against projections
Self-management	<ul style="list-style-type: none"> Understands own responsibilities and considers implications of these when negotiating, planning and undertaking work
Teamwork	<ul style="list-style-type: none"> Collaborates with others as part of familiar routine activities and contributes to specific activities

SKILL	DESCRIPTION
Problem solving	<ul style="list-style-type: none">• Reflects on outcomes to identify opportunities for improvement
Planning and organising	<ul style="list-style-type: none">• Sequences and schedules required tasks, monitors implementation and manages relevant communication
Initiative and enterprise	<ul style="list-style-type: none">• Adheres to organisational policies and procedures and legislative requirements• Identifies importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate, with whom, why and how• Uses active listening and questioning to elicit views and opinions of others

Unit Mapping Information

Supersedes and is equivalent to BSBPMG417 Apply project life cycle management processes.

Links

Companion Volume Implementation Guide is found on VETNet -

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