BSBPMG430 Undertake project work

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 undertake a minor project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

The unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

No licensing, legislative 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish project parameters	1.1 Identify project scope 1.2 Define project stakeholders 1.3 Seek clarification from delegating authority of issues related to project and project parameters 1.4 Identify responsibilities of relevant stakeholders and reporting requirements 1.5 Clarify relationship of project to other projects and to the objectives of the organisation 1.6 Identify availability and access of resources for undertaking the project

Future Skills Organisation

ELEMENT	PERFORMANCE CRITERIA
2. Develop project plan	2.1 Identify risks and develop a risk management plan for project, including Work Health and Safety (WHS)
	2.2 Develop project budget and timeframe and seek approval from relevant stakeholders
	2.3 Consult team members and apply their views in planning the project
	2.4 Identify and access appropriate project management tools
	2.5 Develop project plan according to project parameters and deliverables
	2.6 Finalise project plan and gain necessary approvals to commence project according to documented plan
3. Administer and monitor project	3.1 Communicate to project team members their responsibilities and project requirements
	3.2 Establish and maintain required recordkeeping systems throughout the project
	3.3 Implement and monitor plans for managing the project
	3.4 Undertake risk management as required
4. Finalise and review project	4.1 Complete financial recordkeeping associated with project and confirm according to agreed budget
	4.2 Complete project documentation and obtain sign-offs for concluding project
	4.3 Review project outcomes and processes against the project scope and plan
	4.4 Document feedback and suggested improvements

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	• Organises, evaluates and critiques ideas and information from a range of complex texts
Writing	• Develops plans, reports and recommendations using vocabulary, structure and conventions appropriate to text • Establishes and maintains records according to organisational requirements
Numeracy	• Uses formal and some informal, oral and written mathematical language and representation to prepare and communicate budgetary and financial

SKILL	DESCRIPTION
	information
Oral communication	• Participates in verbal discussions using clear language and appropriate features to present or seek information • Using listening and questioning skills to seek information and confirm understanding
Self-management	• Identifies and responds to organisational and legislative/regulatory requirements
Teamwork	• Selects and uses appropriate communication protocols and practices to ensure shared understanding of project roles and expectations • Uses collaborative techniques to engage stakeholders in consultations and negotiations
Planning and organising	• Develops and implements plans to manage projects that involve diverse stakeholders with potentially competing demands • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Evaluates outcomes of decisions to identify opportunities for improvement
Technology	• Uses digital technologies and applications to access, organise and share information

Unit Mapping Information

Supersedes and is equivalent to BSBPMG522 Undertake project work.

Supersedes but is not equivalent to BSBADM407 Administer projects.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10