



**Australian Government**

# **BSBPMG511 Manage project scope**

**Release: 1**

## BSBPMG511 Manage project scope

### Modification History

| Release   | Comments   |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

### Application

This unit describes the skills and knowledge required to determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.

It applies to individuals responsible for managing and leading a project in an organisation, business or as a consultant.

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

### Unit Sector

Management and Leadership – 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. Conduct project authorisation activities      | 1.1 Develop and confirm procedures for project authorisation with an appropriate authority<br>1.2 Obtain authorisation to expend resources<br>1.3 Confirm project delegations and authorities in project governance arrangements                                |
| 2. Define project scope                          | 2.1 Identify, negotiate and document project boundaries<br>2.2 Establish measurable project benefits, outcomes and outputs<br>2.3 Establish a shared understanding of desired project outcomes with relevant stakeholders<br>2.4 Document scope management plan |

| <b>ELEMENT</b>                          | <b>PERFORMANCE CRITERIA</b>  |
|---|--|
| 3. Manage project scope control process | <p>3.1 Implement agreed scope management procedures and processes</p> <p>3.2 Manage impact of scope changes within established time, cost and quality constraints according to change control procedures</p> <p>3.3 Identify and document scope management issues and recommend improvements for future projects</p> |

## Foundation Skills

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

| <b>Skill</b>               | <b>Performance Criteria</b>  | <b>Description</b>  |
|----------------------------|------------------------------|---|
| Reading                    | 1.3, 2.1, 3.1, 3.2           | <ul style="list-style-type: none"> <li>Interprets and analyses information from a range of complex texts</li> </ul>   |
| Writing                    | 1.1-1.3, 2.1-2.4, 3.3        | <ul style="list-style-type: none"> <li>Develops project documentation and procedures using formats and language appropriate to context</li> </ul>   |
| Oral Communication         | 1.1-1.3, 2.1- 2.3, 3.3       | <ul style="list-style-type: none"> <li>Participates in discussions and negotiations using clear language and appropriate non-verbal features</li> <li>Uses active listening and questioning to elicit views and opinions of others</li> </ul>   |
| Numeracy                   | 2.2, 3.2                     | <ul style="list-style-type: none"> <li>Interprets numerical information to determine project timelines and measure outcomes against project scope</li> </ul>  |
| Navigate the world of work | 1.3, 3.1, 3.2                | <ul style="list-style-type: none"> <li>Adheres to organisational policies and procedures and considers own role in terms of its contribution to broader goals of work environment</li> </ul>  |
| Interact with others       | 1.1-1.3, 2.1, 2.3, 3.3       | <ul style="list-style-type: none"> <li>Identifies and uses appropriate conventions and protocols when communicating with diverse stakeholders</li> <li>Collaborates with others to achieve joint outcomes, playing an active role in negotiating and facilitating agreement</li> </ul>  |
| Get the work done          | 1.1, 2.1, 2.2, 3.1, 3.2, 3.3 | <ul style="list-style-type: none"> <li>Sequences and schedules complex activities, monitors implementation and manages relevant communications</li> <li>Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of factors into account</li> <li>Uses experience to reflect on ways variables impact</li> </ul> |

|  |  |   |
|--|--|---|
|  |  | outcomes and identify future improvements |
|--|--|---|

## Unit Mapping Information

| Code and title<br>current version    | Code and title<br>previous version    | Comments  | Equivalence status |
|--------------------------------------|---------------------------------------|---|--------------------|
| BSBPMG511<br>Manage project<br>scope | BSBPMG511A<br>Manage project<br>scope | Updated to meet<br>Standards for<br>Training Packages | Equivalent unit    |

## Links

Companion Volume implementation guides are found in VETNet -  
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>