



Australian Government

BSBPMG520 Manage project governance

Release: 1

BSBPMG520 Manage project governance

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 establish and implement project governance. It involves identifying, applying, monitoring and reviewing project governance.

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. Identify project management structure | 1.1 Determine organisational governance policies, procedures and expectations of project stakeholders 1.2 Negotiate clear and discrete project governance roles and responsibilities with relevant authorities 1.3 Establish delegated authorities for project decision-making 1.4 Identify and record differences between the organisation's functional authorities and project authorities 1.5 Adopt, document and communicate unambiguous governance plan to relevant stakeholders |
| 2. Apply project governance policies and | 2.1 Distribute and present information on governance planning to project team and other relevant stakeholders and ensure common |

| ELEMENT | PERFORMANCE CRITERIA |
|--|---|
| procedures | <p>understanding</p> <p>2.2 Include delegated authorities within role and project position descriptions</p> <p>2.3 Moderate conflicts regarding roles, responsibilities and authorities to support achievement of project objectives</p> <p>2.4 Regularly report to the organisation and project authorities on performance and issues arising from governance arrangements</p> |
| 3. Monitor and review project governance | <p>3.1 Analyse and review project governance impact on achieving project objectives</p> <p>3.2 Document lessons learned and recommendations to assist 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.

| Skill | Performance Criteria | Description |
|----------------------------|------------------------------|--|
| Reading | 1.1, 1.4, 2.3, 3.1 | <ul style="list-style-type: none"> Evaluates and critiques ideas and information from a range of sources and determines how content may be applied according to organisational requirements |
| Writing | 1.4, 1.5, 2.2, 2.4, 3.2 | <ul style="list-style-type: none"> Records data according to organisational requirements Develops plans, reports and recommendations using vocabulary, structure and conventions appropriate to text |
| Oral Communication | 1.2, 1.5, 2.1, 2.3, 2.4 | <ul style="list-style-type: none"> Participates in a range of verbal exchanges using clear and detailed language to provide relevant information Uses active listening and questioning to confirm understanding |
| Navigate the world of work | 1.1, 2.4 | <ul style="list-style-type: none"> Recognises and responds to explicit and implicit organisational procedures and protocols |
| Interact with others | 1.1, 1.2, 1.5, 2.1, 2.3, 2.4 | <ul style="list-style-type: none"> Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and agreement |

| | | |
|-------------------|------------------------------|--|
| | | <ul style="list-style-type: none">• Manages conflict in workplace through recognising contributing factors and implementing resolution strategies |
| Get the work done | 1.1, 1.3, 1.4, 2.3, 3.1, 3.2 | <ul style="list-style-type: none">• Organises time and effort around priorities and results, focusing beyond immediate tasks to consider work performance of group• Takes responsibility for high-impact decisions in complex situations• Recognises and addresses complex problems involving multiple variables• Uses experience to reflect on how variables impact decision outcomes, and to gain insights into effective decision-making in different contexts |

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--|---|---|--------------------|
| BSBPMG520 Manage project governance | BSBPMG520A Manage project governance | Updated to meet Standards for Training Packages | Equivalent unit |

Links

Companion Volume implementation guides are found in VETNet -

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