Assessment Requirements for BSBPMG522 Undertake project work

# Modification History

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

# Performance Evidence

Evidence of the ability to:

* define the parameters of the project including:
* project scope
* project stakeholders, including own responsibilities
* relationship of project to organisational objectives and other projects
* reporting requirements
* resource requirements
* use project management tools to develop and implement a project plan including:
* deliverables
* work breakdown
* budget and allocation of resources
* timelines
* risk management
* recordkeeping and reporting
* consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project
* provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project
* finalise the project including documentation, sign-offs and reporting
* review and document the project outcomes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

# Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

* give examples of project management tools and how they contribute to a project
* outline types of documents and other sources of information commonly used in defining the parameters of a project
* explain processes for identifying and managing risk in a project
* outline the organisation’s mission, goals, objectives and operations and how the project relates to them
* explain the organisation’s procedures and processes that are relevant to managing a project including:
* lines of authority and approvals
* quality assurance
* human resources
* budgets and finance
* recordkeeping
* reporting
* outline the legislative and regulatory context of the organisation in relation to project work, including work health and safety (WHS) requirements.

# Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

* relevant legislation, regulations, standards and codes
* relevant workplace documentation and resources
* case studies and, where possible, real situations
* interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

# Links

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