



**Australian Government**

# **BSBPMG534 Manage project human resources**

**Release: 1**

## BSBPMG534 Manage project human resources

### 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 manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.

The unit 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

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. Plan human resources relevant to projects	1.1 Identify resource requirements for each project task 1.2 Match skills and knowledge of individuals and groups with project tasks 1.3 Allocate personnel to the project according to planned work outputs and project timeline 1.4 Support performance of personnel using human resources management (HRM) methods and tools
2. Implement project personnel training and development	2.1 Define and communicate clear project role descriptions to organisational personnel 2.2 Plan and implement training and development of project team members 2.3 Measure individuals' performance against agreed criteria and

ELEMENT	PERFORMANCE CRITERIA
	initiate actions for shortfalls in performance
3. Lead project team	3.1 Implement processes for improving individual performance and overall project effectiveness 3.2 Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale 3.3 Implement procedures for interpersonal communication, counselling, and conflict resolution 3.4 Identify and manage inter-project and intra-project resource conflict
4. Finalise human resource activities related to projects	4.1 Disband project team according to organisational policies and procedures 4.2 Identify and document human resource issues and recommended 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	<ul style="list-style-type: none"> <li>Identifies textual information obtained from a range of sources and determines how content may be applied to requirements</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Develops plans, role descriptions and reports using clear, specific and industry-related terminology, appropriate structures and conventions</li> <li>Documents personnel requirements, results of performance measurements and improvement recommendations</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Participates in verbal exchanges using clear language and appropriate non-verbal features</li> <li>Uses active listening and questioning to elicit views and opinions of others and confirm understanding</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Uses mathematical formulae to calculate resources against project requirements and to measure work output against predetermined criteria</li> <li>Uses analytical skills to review performance and decide on actions needed</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>Identifies and adheres to organisational policies and procedures</li> <li>Analyse impact of variables outcomes to gain insights into concepts that may be adapted in future situations</li> </ul>

<b>SKILL</b>	<b>DESCRIPTION</b>
Teamwork	<ul style="list-style-type: none"><li>• Collaborates with co-workers to negotiate and facilitate shared understanding of individual roles and group objectives</li><li>• Manages workplace conflict by recognising contributing factors and implementing resolution strategies</li></ul>
Planning and organising	<ul style="list-style-type: none"><li>• Develops plans to identify project responsibilities and needs, and allocate project personnel, with an awareness of how this contributes to overall project goals</li></ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBPMG515 Manage project human resources.

Supersedes but is not equivalent to BSBPMG606 Direct human resources management of a project program.

## Links

Companion Volume Implementation Guide is found on VETNet -

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