



Australian Government

BSBPMG535 Manage project information and communication

Release: 1

BSBPMG535 Manage project information and communication

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 link people, ideas and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.

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 information and communication processes	1.1 Identify and analyse information requirements of the project 1.2 Develop a communication management plan according to project objectives 1.3 Establish a designated project-management information system
2. Implement project information and communication processes	2.1 Manage generation, gathering, storage, retrieval, analysis and dissemination of information by project staff and stakeholders 2.2 Implement, modify, monitor and control designated information-validation processes 2.3 Implement and maintain communication networks 2.4 Identify and resolve communication and

ELEMENT	PERFORMANCE CRITERIA
	information-management system issues
3. Assess information and communication outcomes	3.1 Finalise and archive records according to agreed project information ownership and control requirements 3.2 Review project outcomes for effectiveness of management information and communication processes and procedures 3.3 Develop and document recommended improvements for application in future projects

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"> Identifies and analyses complex texts from a range of sources
Writing	<ul style="list-style-type: none"> Develops project documents using vocabulary, structure and conventions appropriate to text
Oral Communication	<ul style="list-style-type: none"> Participates in verbal exchanges using clear language and appropriate non-verbal features Uses active listening and questioning to confirm understanding and agreement
Initiative and enterprise	<ul style="list-style-type: none"> Identifies responsibilities and boundaries of own role
Teamwork	<ul style="list-style-type: none"> Identifies requirements of important communication exchanges, selecting appropriate channels, format and content to suit purpose and audience
Planning and organising	<ul style="list-style-type: none"> Sequences and schedules complex activities, monitors implementation and manages relevant communication Uses problem-solving techniques to analyse and resolve issues Evaluates outcomes of decisions to identify opportunities for improvement Uses digital tools to access, organise and analyse complex data

Unit Mapping Information

Supersedes and is equivalent to BSBPMG516 Manage project information and communication.

Supersedes but is not equivalent to BSBPMG607 Direct communications 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>