



**Australian Government**

# **BSBPMG537 Manage project procurement**

**Release: 1**

# BSBPMG537 Manage project procurement

## 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 undertake procurement in projects.

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. Determine procurement requirements and processes	1.1 Identify project objectives, needs and budget 1.2 Identify procurement requirements 1.3 Establish agreed procurement management plan 1.4 Identify potential suppliers 1.5 Obtain information from potential suppliers capable of fulfilling procurement requirements 1.6 Determine selection processes and selection criteria, and communicate to suppliers 1.7 Obtain approvals from relevant stakeholders for procurement processes to be used
2. Conduct procurement activities	2.1 Communicate agreed proposals and specifications to potential suppliers and confirm understanding of project objectives 2.2 Seek supplier responses and evaluate according to proposal

ELEMENT	PERFORMANCE CRITERIA
	<p>requirements</p> <p>2.3 Select preferred supplier according to legal requirements and agreed selection criteria</p> <p>2.4 Negotiate with preferred supplier and agree on terms and conditions of supply</p>
3. Monitor procurement	<p>3.1 Implement procurement management plan and arrange regular meetings with supplier to track progress</p> <p>3.2 Maintain procurements records and documentation according to organisational policies and procedures</p> <p>3.3 Monitor completion of task against agreed terms and conditions</p> <p>3.4 Review progress and manage agreed variations</p> <p>3.5 Identify and report procurement management challenges and implement agreed remedial actions</p>
4. Manage procurement finalisation procedures	<p>4.1 Conduct finalisation activities and confirm deliverables meet contracted requirements</p> <p>4.2 Review project outcomes using procurement records and information and determine effectiveness of procurement processes and procedures</p> <p>4.3 Seek and respond to feedback from relevant stakeholders on management of project procurement</p> <p>4.4 Document lessons learned and recommended 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.*

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"> <li>Interprets, evaluates and critiques ideas and information from a range of complex texts</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Develops plans using vocabulary, structure and conventions appropriate to text</li> <li>Creates documents for internal and external use, using vocabulary and structure suitable for audience and context</li> <li>Drafts requests for approvals using organisational formats</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Participates in verbal exchanges using clear language to seek and provide information, or request approvals</li> <li>Uses active listening and questioning techniques to confirm understanding</li> </ul>

<b>SKILL</b>	<b>DESCRIPTION</b>
Numeracy	<ul style="list-style-type: none"> <li>Recognises cost parameters and interprets numerical information accordingly</li> <li>Calculates changes to timelines resulting from changes to plan</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>Identifies responsibilities and boundaries of own role</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information</li> <li>Uses interpersonal skills to negotiate acceptable outcomes</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>Plans and organises complex activities, monitors implementation and manages relevant communication</li> <li>Resolves problems and makes decisions based on analysis of options against set criteria and targets</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to BSBPMG518 Manage project procurement.

Supersedes but is not equivalent to BSBPMG609 Direct procurement and contracting for 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>