Australian Government

# BSBPMG540 Manage project integration

**Release: 1**

# BSBPMG540 Manage project integration

## 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 integrate and balance overall project management functions and to align and track project objectives to comply with organisational goals, strategies and objectives.

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 |
|---|---|
| *Elements describe the essential outcomes.* | *Performance criteria describe the performance needed to demonstrate achievement of the element.* |
| 1. Establish project | 1.1 Identify, clarify and prepare project initiation documentation<br>1.2 Identify stakeholders with decision making authority on project<br>1.3 Establish client requirements and needs<br>1.4 Identify relationship between the project and broader organisational strategies and goals<br>1.5 Negotiate and document project objectives, outcomes and benefits<br>1.6 Establish project governance structure with stakeholders and project authority<br>1.7 Prepare and submit project charter for approval by relevant authorities |


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| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| 2. Undertake project planning and design processes | 2.1 Establish project objectives<br>2.2 Identify project stages and key requirements for stage completion against client requirements and project objectives<br>2.3 Analyse project management functions to identify interdependencies and impacts of constraints<br>2.4 Develop a project management plan that integrates all project-management functions with associated plans and baselines<br>2.5 Establish tools to monitor and control planned activity<br>2.6 Negotiate approval of project plan with relevant stakeholders and project authority |
| 3. Monitor project | 3.1 Implement and monitor project according to project scope, time and budget<br>3.2 Resolve conflicts affecting attainment of project objectives with relevant stakeholders<br>3.3 Confirm project records are updated against project deliverables at required intervals<br>3.4 Analyse and submit status reports on project progress and identify issues with relevant stakeholders and project authorities<br>3.5 Analyse and submit impact analysis of change requests for approval<br>3.6 Maintain relevant project logs and registers for project audit |
| 4. Review project | 4.1 Identify and allocate project finalisation activities<br>4.2 Confirm project products and associated documentation are prepared for handover to client in a timely manner<br>4.3 Finalise financial, legal and contractual obligations<br>4.4 Seek feedback from relevant stakeholder and project authorities on project implementation, management and integration<br>4.5 Document feedback received to improve 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 | • Applies appropriate strategies to construct meaning from complex texts |
| Writing | • Develops and maintains project documentation using formats and language appropriate to context |


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| SKILL | DESCRIPTION |
|---|---|
| Oral Communication | • Participates in verbal exchanges using clear and detailed language to provide and seek information<br>• Uses active listening and questioning to confirm understanding |
| Numeracy | • Uses a wide range of mainly formal and some informal, oral and written mathematical language and representation to communicate mathematically |
| Self-management | • Complies with organisational requirements |
| Teamwork | • Selects and uses appropriate communication practices to seek or share information with stakeholders<br>• Collaborates with others to achieve joint outcomes by playing an active role in facilitating effective group interaction and negotiating outcomes |
| Planning and organising | • Organises time and effort around priorities and results<br>• Sequences and schedules complex activities, monitors implementation and manages relevant communication<br>• Identifies outcomes to contribute to future projects |

## Unit Mapping Information

Supersedes and is equivalent to BSBPMG521 Manage project integration.

Supersedes but is not equivalent to BSBPMG601 Direct the integration of projects.

## Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10


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