BSBPMG609 Direct procurement and contracting for a project program

Release: 1

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Modification History

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

Application

This unit describes the skills and knowledge required to direct the management of contracting and procurement activities across projects and programs. It covers setting up the contracting process, directing management of contract and procurement processes, and finalising contracts for projects across the program.

It applies to individuals who are program managers, managing a suite of projects (a program).

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Management and Leadership – 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. Direct planning for project contracting and procurement	1.1 Direct identification of product specifications and procurement requirements for procurement and contract planning, in consultation with appropriate stakeholders 1.2 Direct development of procurement strategies, methods and management plans in line with project objectives across the program
2. Direct set up of contract and procurement process	2.1 Direct project managers to source organisations that meet procurement requirements 2.2 Establish selection processes and selection criteria, in consultation with stakeholders, and arrange for communication to

ELEMENT	PERFORMANCE CRITERIA
	prospective contractors
	2.3 Ensure contract and procurement actions accord with organisation and program objectives
3. Direct management of contract and procurement process	3.1 Provide direction for identification of requirements of proposals and arrange communication to prospective contractors
	3.2 Ensure responses are evaluated and preferred contractors are selected in accordance with agreed selection processes
	3.3 Direct negotiation of contract terms and conditions between client and preferred contractor
4. Direct management of contracts	4.1 Direct management of contract and procurement activities in accordance with program contract and procurement management guidelines
	4.2 Provide direction for regular reviews from available records and information, and ensure variances are analysed and changes for implementation agreed on
	4.3 Ensure project managers work within legal and organisational framework for contracts
	4.4 Identify potential, perceived and actual contractual conflicts and approve remedial actions to minimise disruption
5. Direct finalisation of contracts	5.1 Direct finalisation activities for management of contract deliverables in accordance with contractual project and program requirements
	5.2 Direct review and analysis of project outcomes to determine effectiveness of contract and procurement processes and procedures
	5.3 Aggregate and use lessons learnt for application in planning and implementation of later projects within the program and, where appropriate, pass on to organisational management for use in strategic planning

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

Reading	2.3, 4.1, 4.3, 5.2	• Identifies, interprets and analyses information from complex sources, including legislation
Writing	1.2, 2.2, 3.1, 3.2, 4.2, 4.4, 5.2, 5.3	• Develops and documents strategies and plans using organisational format and specific terminology • Documents outcomes according to organisational requirements
Oral Communication	1.1, 1.2, 2.1, 2.2, 3.3, 4.4, 5.2	• Provides direction and contributes to discussions using language and features appropriate to the audience
Numeracy	1.2, 4.1, 4.2, 5.2	• Interprets and evaluates mathematical information in a broad range of texts • Selects from, and flexibly applies, a range of mathematical and problem-solving strategies and techniques to compare and contrast effectiveness of processes
Navigate the world of work	2.3, 4.3	• Monitors adherence to organisational, legal and regulatory requirements
Interact with others	1.1, 1.2, 2.1, 2.2, 3.3, 4.4, 5.2	• Plays a lead role in situations requiring effective collaboration, demonstrating high-level influencing skills and ability to direct others • Uses negotiation skills to set up contracts, to agree prices and terms, and to resolve disputes
Get the work done	1.1, 2.1-2.3, 3.2, 4.1, 4.2, 5.1, 5.2	• Develops flexible plans for complex, high-impact activities with strategic implications, involving a diverse range of stakeholders with potentially competing demands • Uses analytical processes to decide on a course of action, establishing criteria for deciding between options, and seeking input and advice from others before taking action, when necessary • Monitors outcomes of decisions, considering results from a range of perspectives, and identifying key concepts and principles that may be adaptable to future situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

PwC's Skills for Australia

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG609 Direct procurement and contracting for a project program	BSBPMG609A Direct procurement and contracting for a project program	Updated to meet Standards for Training Packages	Equivalent unit

Links

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