



**Australian Government**

# **BSBPMG610 Enable program execution**

**Release: 1**

## BSBPMG610 Enable program execution

### 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 establish parameters and enable a program to be undertaken effectively. It includes the performance criteria required to demonstrate competency in establishing both what the program will accomplish and how it will do so.

A program is defined as a set of interrelated projects, each of which has a project manager. 'Multiple projects', or 'a program of projects', refers to a number of related projects managed by the same person as a program to achieve organisational objective/s.

It applies to individuals who are program managers and those managing a suite of projects (a program). They operate within assigned authority levels, are responsible for own performance and sometimes the performance of others.

Individuals in this role may be operating within an organisation, business or as a consultant.

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   |
|--|--|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>   |
| 1. Envision the desired future state             | 1.1 Define and agree description of the desired future state with pertinent stakeholders<br><br>1.2 Monitor and evaluate internal and external program contexts for circumstances that may require changes to the desired future state |

| ELEMENT   | PERFORMANCE CRITERIA  |
|---|---|
|   | 1.3 Periodically review the description of the desired future state and confirmed or updated to maintain alignment with the expected benefits   |
| 2. Shape and sustain the program execution approach | <p>2.1 Define and agree gaps between the current state and the desired future state with pertinent stakeholders</p> <p>2.2 Define and agree changes needed to move from the current state to the desired future state with pertinent stakeholders</p> <p>2.3 Define and agree a program execution approach based on changes needed with pertinent stakeholders</p> <p>2.4 Monitor and evaluate internal and external program contexts for circumstances that may require changes to the program execution approach</p> <p>2.5 Periodically review program execution approach and confirm or update to maintain alignment with the expected benefits</p> |
| 3. Shape and sustain the program's business case    | <p>3.1 Define, document, and approve business case for both the desired future state and the program execution approach with pertinent stakeholders</p> <p>3.2 Monitor and evaluate internal and external program contexts for circumstances that may require changes to the program's business case</p> <p>3.3 Periodically review the program's business case and confirm or update to maintain alignment with the expected benefits</p>  |
| 4. Shape and sustain program governance             | <p>4.1 Define, maintain and refresh the program organisation with the sponsoring organisation</p> <p>4.2 Design program boundaries and governance structures to exploit synergies with the sponsoring organisation</p> <p>4.3 Identify / devise policies, processes, and procedures to support the management of the program and communicate with pertinent stakeholders</p>  |

## 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                    | 1.2, 1.3, 2.4, 3.2, 3.3, 4.3                          | <ul style="list-style-type: none"> <li>Applies appropriate strategies to construct meaning from complex texts</li> </ul>   |
| Writing                    | 1.1, 1.3, 2.1, 2.2, 2.3, 2.5, 3.1, 3.3, 4.1, 4.2, 4.3 | <ul style="list-style-type: none"> <li>Develops and refines a range of project related documents using appropriate format, vocabulary and structure</li> </ul>   |
| Oral Communication         | 1.1, 1.3, 2.1, 2.2, 2.3, 2.5, 3.1, 3.3, 4.1, 4.3      | <ul style="list-style-type: none"> <li>Participates in a range of verbal exchanges using clear and detailed language to provide relevant information</li> <li>Uses active listening and questioning techniques to confirm understanding</li> </ul>   |
| Navigate the world of work | 4.2, 4.3  | <ul style="list-style-type: none"> <li>Contributes to the development of organisational policies and procedures</li> </ul>   |
| Interact with others       | 1.1, 1.3, 2.1, 2.2, 2.3, 2.5, 3.1, 3.3, 4.1, 4.3      | <ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating with relevant stakeholders to seek or share information</li> <li>Negotiates agreement with diverse stakeholders</li> </ul>  |
| Get the work done          | 1.2, 2.4, 3.1, 3.2, 4.1, 4.2                          | <ul style="list-style-type: none"> <li>Develops flexible plans for complex, high impact activities with strategic implications that involve a diverse range of stakeholders with potentially competing demands</li> <li>Sequences and schedules complex activities, monitors implementation and manages program execution</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version  | Code and title<br>previous version | Comments | Equivalence status |
|------------------------------------|------------------------------------|----------|--------------------|
| BSBPMG610 Enable program execution | Not applicable                     | New unit | No equivalent unit |

## Links

Companion Volume implementation guides are found in VETNet -

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