Assessment Requirements for BSBPMG811 Select and balance the portfolio

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- select and balance the portfolio on at least one occasion.

In the course of the above, the candidate must:

- prepare a dependency map
- undertake a project selection process
- prepare a detailed project register for a portfolio explaining selection, appraisal and approval monitoring
- monitor and control the status of project and program approvals.
- demonstrate use of analysis methods and techniques, including:
  - cost-benefit analysis
  - quantitative analysis
  - scenario planning
  - probability analysis
  - graphical analysis methods.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- business cases review process
- rejected, cancelled or on-hold projects and programs with reasons for rejection
- key analysis methods and techniques
- process to cancel or put on hold those projects and programs currently underway that have been rejected from the portfolio
- list of approved and rejected projects and programs to stakeholders
- criterion prioritisation models

- supply and demand concepts
- methods to determine organisational human resources capacity
- structure and use of business cases and feasibility studies.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources
- feedback from stakeholders, which reflects how selection and balance across the portfolio was achieved.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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