BSBPMG401A Apply project scope management techniques

Revision Number: 1

BSBPMG401A Apply project scope management techniques

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to contribute to the control of a project's scope by assisting with the identification of objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	This unit applies to a project team member working under the direction of a project manager with other project team members. The individual may be operating within an organisation or as a consultant. The skills should be applied in the context of multiple complex projects, with the individual operating as part of a specialist project management team.
	In the context of this unit a complex project is defined as a project which involves:
	• a comprehensive and multi faceted project plan
	• a formal internal or external communications strategy
	• a dedicated and diverse project budget
	• multiple administrative components
	• multiple operational components
	• a wide range of stakeholders
	• a project operations team.
	The functions performed by a worker managing a straightforward project or a section of a larger project where project management is not the main focus of the job role are covered by BSBPMG510A Manage projects.
	The functions performed by a project manager to manage the scope of the whole project are addressed in BSBPMG502A Manage project scope.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Contribute to scope definition	1.1. Contribute to the identification of *project deliverables* 1.2. Contribute to the identification of measurable outcomes to enable evaluation of project performance 1.3. Contribute to the development of the *scope management plan*
2. Apply project scope controls	2.1. Undertake work in accordance with agreed project management plan and by using established *change control procedures* and *performance measurement procedures* 2.2. Monitor and control aspects of project scope and communicate instances of non-compliance with overall scope to the project manager and other team members 2.3. Measure progress to determine potential, perceived and actual scope changes 2.4. Appropriately report scope changes 2.5. Provide assistance in the review of project outcomes to determine the effectiveness of initial and subsequent scope management approaches

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- literacy skills sufficient to interpret potentially complex project plans and documentation   - planning and organisational skills to monitor and respond to compliance issues and to measure progress against agreed objectives   - teamwork and communication skills to liaise with other members of the project team on a range of project scope management issues and challenges.
Required knowledge
- elements which make up a project scope management plan   - methods for measuring work outcomes and progress against plans   - factors likely to impact on project scope   - methods for segmenting and documenting the work of a project.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • knowledge of project scope management methodologies • participation in the definition and management of scope in relation to multiple complex projects.
Context of and specific resources for assessment	Assessment must ensure: • access to project documentation which includes information about project scope and project team involvement.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • analysis of responses addressing different project scope management scenarios • oral or written questioning to assess knowledge of strategies for managing project scope and their application to different situations • assessment of contribution to the development of the scope management plan • evaluation of progress measured to determine potential, perceived and actual scope changes.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • other units from the Certificate IV in Project Management.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Project deliverables may include:	• products, outputs and services defined within the project scope
Scope management plan may include:	• constraints, assumptions and exclusions • deliverables, activities and tasks • project benefits and outcomes • project objectives • work organisation and/or product breakdown structures
Change control procedures may include:	• adjusting designated project documentation, for example plans, schedules, directives, guidelines and instructions which include change instructions, change request procedures and nominated change authorities • identifying designated elements of the project liable to change, for example finance and duration of tasks
Performance measurement procedures may include:	• using tools and techniques to manage and measure project progress in terms of time and resources

Unit Sector(s)

Unit sector	

Competency field

Competency field	Management and Leadership - Project Management

    Innovation and Business Skills Australia

Co-requisite units

Co-requisite units		

       Innovation and Business Skills Australia