



Australian Government

Department of Education, Employment and Workplace Relations

BSBPMG402A Apply time management techniques

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to assist with project scheduling activities, the application and monitoring of the agreed schedule and evaluation of time management effectiveness for the project.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</p>
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Application of the Unit

Application of the unit	<p>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.</p> <p>In the context of this unit a complex project is defined as a project which involves:</p> <ul style="list-style-type: none"> • the need for a comprehensive and multi faceted project plan • the need for 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. <p>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.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assist in the development of project schedules	<p>1.1. Contribute, within <i>delegated authority</i>, to determining the duration and effort, sequence and dependencies of tasks to meet project objectives</p> <p>1.2. Use <i>project scheduling tools and techniques</i> to help establish and integrate planned time management aspects of the schedule, resource allocation and financial requirements</p> <p>1.3. Contribute to the agreement process and communication of the schedule to the client and other stakeholders</p>
2. Apply agreed schedules	<p>2.1. Use techniques to measure, record and report progress of activities in relation to agreed schedules and plans</p> <p>2.2. Record variance between actual and planned <i>progress</i> and report to <i>others</i> for remedial action</p> <p>2.3. Contribute to forecasting the impact of changes on the schedule and to the analysis of options</p> <p>2.4. Implement agreed changes to the schedule and update plans as directed to accommodate changing situations throughout the project</p>
3. Participate in assessing time management outcomes	<p>3.1. Provide assistance in the <i>review of project outcomes</i> to determine the effectiveness of time management tools, techniques and approaches used</p> <p>3.2. Report scheduling and time management issues and responses to project manager for application in future projects</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to work with project tools and techniques and to write reports on time management issues
- organisational skills to sequence tasks and to monitor progress against agreed objectives
- technology skills to use software (if appropriate).

Required knowledge

- project management methodology in relation to time management
- implications of time management for project resourcing
- project management techniques and tools for creating and monitoring schedules.

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:

- application of time management techniques in relation to multiple complex projects
- knowledge of tools and techniques for monitoring project schedules.

Context of and specific resources for assessment

Assessment must ensure:

- access to workplace documentation such as diaries, progress reports, spreadsheets, and other planning tools with timeframes linked to outcomes.

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 project time management performance by the candidate
- analysis of responses to case studies and scenarios addressing project time management issues and problems
- oral or written questioning to assess knowledge of strategies, tools and techniques for managing project time and their particular application/s
- review of techniques used to measure, record and report progress of activities in relation to agreed schedules and plans
- assessment of changes implemented to the schedule and the updating of plans to accommodate changing situations throughout the project.

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.

<i>Delegated authority</i> means:	<ul style="list-style-type: none"> • in a multi-disciplinary environment subject to frequent change • under limited guidance and supervision • within agreed authorisation and limits • within established organisational framework, procedures and routines
<i>Project scheduling tools and techniques</i> may include:	<ul style="list-style-type: none"> • assisting in qualitative and/or quantitative time analysis, such as schedule simulation, work breakdown structure, decision analysis, contingency planning and alternative strategy development • using personal experience and/or experts • using specialist time analysis tools to provide output to assist in the decision making process
<i>Progress</i> may refer to:	<ul style="list-style-type: none"> • diaries, incident logs, occurrence reports and other similar documentation • lists of potential schedule events • project and/or organisation files and records
<i>Others</i> may include:	<ul style="list-style-type: none"> • relevant authority • project manager • project specialists or other personnel • team members
<i>Review of project outcomes</i> may include:	<ul style="list-style-type: none"> • achievement of agreed major milestones, for example phases and sub-contracts • change of key personnel • delivery of major deliverables • finalisation of project and other agreed milestones

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Management and Leadership - Project Management
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Co-requisite units

Co-requisite units		