



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSBPMG503A Manage project time**

**Release: 1**

## BSBPMG503A Manage project time

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to manage time within projects. It covers determining and implementing the project schedule, and assessing time management outcomes.</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

<b>Application of the unit</b>	<p>This unit applies to an individual who is clearly and solely responsible for the management and leadership of a complex project, either as an employee of an organisation or as an external consultant.</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"><li>• the need for a comprehensive and multi faceted project plan</li><li>• the need for a formal internal or external communications strategy</li><li>• a dedicated and diverse project budget</li><li>• multiple administrative components</li><li>• multiple operational components</li><li>• a wide range of stakeholders</li><li>• a project operations team.</li></ul> <p>The functions performed by a program manager to manage time within multiple projects are addressed in BSBPMG603A Direct time management of a project program.</p>
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## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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. Determine project schedule	<ul style="list-style-type: none"><li>1.1. Determine the duration, effort, sequence and dependencies of tasks from the scope definition as the basis for the project schedule</li><li>1.2. Obtain input and approval for the project schedule from stakeholders</li><li>1.3. Select and use <i>methods, techniques and tools</i>, within delegated authority, to determine preferred schedule, <i>time management plan/s</i>, resource allocation and financial requirements</li><li>1.4. Obtain agreement to the schedule from relevant project authority and communicate this agreement to stakeholders to provide the basis for measurement of progress</li></ul>
2. Implement project schedule	<ul style="list-style-type: none"><li>2.1. Implement mechanisms to measure, record and report progress of activities in relation to the agreed schedule and plans</li><li>2.2. Conduct ongoing analysis of options to identify variances and to forecast the impact of changes to the schedule</li><li>2.3. Review progress throughout the project life cycle and implement agreed schedule changes to ensure consistency with changing scope, objectives and constraints related to time and resource availability</li><li>2.4. Develop responses to perceived, potential or actual schedule changes, ensure agreement by a higher project authority, and implement to maintain project objectives</li></ul>
3. Assess time management outcomes	<ul style="list-style-type: none"><li>3.1. Review project outcomes from available <i>records</i> and information to determine the effectiveness of time management activities</li><li>3.2. Identify and document time management issues and recommended improvements, and pass on to relevant project authority for application in future projects</li></ul>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- literacy skills to read, develop and interpret project schedules
- self management skills to ensure vision and priorities are clear
- organisational skills to sequence tasks and see that objectives are met
- communication skills to convey expectations and to advise others of progress
- technology skills to use appropriate software to develop project schedules
- analytical skills to review and evaluate process.

#### Required knowledge

- techniques and tools for project schedules
- project life cycle
- time management methodologies, their capabilities, limitations, application and outcomes.

## 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:

- demonstrated successful application of time management tools and techniques to ensure objectives are met on multiple complex projects
- knowledge of time management methodologies, their capabilities, limitations, application and outcomes.

#### Context of and specific resources for assessment

Assessment must ensure:

- access to workplace documentation, schedules, reports from project team
- consideration of feedback from project stakeholders regarding the management of project time.

#### Method of assessment

A range of assessment methods should be used to assess practical skill 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
- oral or written questioning to assess knowledge of strategies for managing project time and their application to different situations.
- analysis of responses in addressing case studies and scenarios which present project time management issues and problems
- review of progress throughout project life cycle; and review of implementation of agreed schedule changes
- assessment of documented time management issues and recommended improvements.

#### 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 Diploma of 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.

<b><i>Methods, techniques and tools</i></b> may include:	<ul style="list-style-type: none"> <li>conducting or supervising qualitative and/or quantitative time analysis, such as schedule simulation, decision analysis, contingency planning and alternative strategy development</li> <li>using personal experience and/or subject matter experts</li> <li>using specialist time analysis tools to assist in the decision making process</li> </ul>
<b><i>Time management plan/s</i></b> may include:	<ul style="list-style-type: none"> <li>lists of milestones</li> <li>project schedule and sub-schedules</li> <li>schedule management strategies and actions, standardised formal arrangements, responsibility assignment, contingency plans and assigned schedule management responsibilities</li> </ul>
<b><i>Records</i></b> may include:	<ul style="list-style-type: none"> <li>diaries, incident logs, occurrence reports and other such records</li> <li>gantt, PERT and other scheduling charts</li> <li>lists of variances and forecasts of potential schedule events</li> <li>project and/or organisation files and records</li> <li>records of analysis, evaluation of options, recommended and approved courses of action</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

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

Co-requisite units		