Australian Government

Department of Education, Employment and Workplace Relations

CUSADM03A Manage a project

Release: 1

INDUSTRY SKILLS COUNCILS

Creating Australia's Future

CUSADM03A Manage a project

Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to manage a straightforward project or a section of a larger project.   It focuses on essential project management skills and the need to meet deadlines for outcomes and products. For projects that involve large budgets, substantial numbers of staff and complex outcomes, see the unit **Manage a major project**.
This unit describes the skills and knowledge required to manage a straightforward project or a section of a larger project.   It focuses on essential project management skills and the need to meet deadlines for outcomes and products. For projects that involve large budgets, substantial numbers of staff and complex outcomes, see the unit **Manage a major project**.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Determine scope of projects	1.1 Clarify the boundaries of the project, or section of a larger project, in terms of purpose, budget, aim, product, outcome of project, and the timeline
	1.2 Identify limits of own and others' responsibility and reporting requirements
	1.3 Determine available resources
2 Develop a plan for the limited project or section of the larger project	2.1 Develop plan and confirm (as required): timeline, milestones, deliverables, and communication protocols
	2.2 Build the reporting requirements into the plan
	2.3 Clarify and confirm resource requirements and where resources can be obtained
	2.4 Specify timeline and confirm and what is to be achieved by each deadline
	2.5 Consult with team members and take their views into account when formulating plan
	2.6 Inform the team members and other interested personnel of the project, the deadlines and how it is to be organised
3 Administer and monitor project	3.1 Provide detailed information on roles and responsibilities to those involved in the project
	3.2 Clarify aim and confirm purpose, product, outcome of project for personnel involved
	3.3 Support those involved in the project to ensure that agreed outcomes are achieved
	3.4 Establish and maintain a file of all relevant documentation and correspondence
	3.5 Monitor progress toward deadlines and take appropriate action where necessary to ensure timely outcomes

	3.6	Complete reporting requirements as agreed
	3.7	Implement and monitor financial control plans
	3.8	Monitor human resources issues
	3.9	Adjust plans and roles and responsibilities as required
	3.10	Finalise project within agreed timelines
4 Review project against plan	4.1	Review project in terms of: aim/purpose budget quality of outcome risk management meeting of deadlines
	4.2	Involve project team members in the evaluation
	4.3	Document success and factors influencing success to inform future project planning

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence guide

Underpinning knowledge and skills	Assessment must include evidence of essential knowledge of, and skills in, the following areas:
	planning
	budgeting
	time management
	ability to meet deadlines
	human resource skills
	communication skills
	project management processes and systems
	knowledge of the area of the project
Linkages to other units	This unit has strong linkages to the following units and combined training delivery and/or assessment may be appropriate:
	CUEFIN2A Manage a budget
	CUSGEN03 Collaborate with colleagues in planning and
	producing a project

Critical aspects of evidence

This unit of competence applies to a range of industry sectors. The focus of assessment will depend on the industry sector. Assessment must be contextualised/tailored to meet the needs of the particular sector in which performance is being assessed. Assessment should only address those variable circumstances, listed in the range of variable statements, which apply to the chosen context.   The following evidence is critical to the judgement of competence in this unit :

application of the skills to a relevant project

project management including the ability to meet deadlines, manage people and resources

Method and context of assessment

Assessment may take place on the job, off the job or a combination of both of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

case studies

work samples or simulated workplace activities

oral questioning/interview

written or interactive computer based test or quiz

projects/reports/logbooks

third party reports and authenticated prior achievements

portfolios of evidence

Assessment must take place over a period of time in order to determine competence in the ongoing implementation and monitoring aspects of this unit.

Resource requirements	Assessment requires access to relevant information about the types of projects listed in the range of variables statement.
	Workplace based assessment should be based on management of relevant projects and other evidence relating to projects (reports, statistical data, and files on past projects and so on).
	Simulated workplace activities may be undertaken using an appropriate range of relevant and current material to the industry.

Key competencies	Level
Collecting, organising and analysing information	3
Communicating ideas and information	3
Planning and organising activities	3
Working with others and in teams	3
Solving problems	2
Using mathematical ideas and techniques	2
Using technology	1

Innovation and Business Skills Australia

Range Statement

Range of variables

Variable	Scope
Projects may include:	limited video/film productions and sections/department of larger video/film productions
	radio programs
	limited multimedia projects and sections of larger multimedia projects
	specialist services provided by contractors
Resources may include:	finance
	personnel
	equipment
	supplies
Team members /colleagues may include:	directors
	producer
	designers
	financial manager
	technical experts
	artists
	presenters
	other specialists

Evaluation may include review against:	aim/purpose
	budget
	quality of outcome
	risk management
	meeting of deadlines
	and others

Unit Sector(s)

Not applicable.