DEFDPA008 Manage public affairs projects

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Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit specifies the skills and knowledge required to manage public affairs projects.

It includes defining project scope, developing an overall project plan, monitoring project and evaluating planned outcomes.

The project may include:

- video/film productions
- radio productions, drama documentaries
- multimedia projects
- major events
- exercises
- air show.

This unit applies to Defence public affairs personnel but it could apply to any personnel who work in this field.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Persons undertaking this unit work independently or as part of a team, and perform specific tasks in familiar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Defence Public Affairs

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Define project scope**	**1.1**	Clarify project aim, purpose, product and outcome
		1.2	Develop project budget and confirm with relevant project stakeholders
		1.3	Determine and confirm project resources strategy including finance, personnel, technology and equipment requirements
		1.4	Determine project personnel responsibilities
		1.5	Communicate responsibilities clearly to project stakeholders and personnel
2	**Develop project plan**	**2.1**	Develop project plan including timeline, schedules, deliverables and contribution from project stakeholders
		2.2	Develop project risk management strategy and resource management strategy in accordance with operational procedures
		2.3	Clarify and confirm resource requirements and availability
		2.4	Specify and confirm timeline and milestones
		2.5	Brief relevant personnel on project plan, deadlines and responsibilities
3	**Monitor project**	**3.1**	Implement project plan
		3.2	Support project personnel to ensure that project outcomes can be achieved
		3.3	Use interpersonal skills to build trust and cooperation with project team
		3.4	Assess progress against milestones and take contingency action as required to ensure project deadlines are met
		3.5	Adjust project plan in accordance with contingency plans

		3.6	Establish and maintain relevant documentation and correspondence register
		3.7	Provide feedback to relevant personnel coordinating sections of the project
		3.8	Finalise project within agreed timelines
		3.9	Provide reports to management/stakeholders, as required
4	**Evaluate project outcomes**	**4.1**	Evaluate project outcomes against agreed aim and purpose
		4.2	Evaluate project outcome quality
		4.3	Review project plan using agreed measures
		4.4	Communicate project evaluation outcomes with relevant personnel and incorporate recommendations into future project planning and management

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to DEFPA008 Manage public affairs projects.

Links

Companion Volume - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9