Assessment Requirements for MSL916005 Manage complex projects

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSL916005A Manage complex projects

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- managing at least one (1) complex project
- analysing a complex technical brief
- preparing a detailed, feasible project implementation plan containing the methodology, principal work activities, resource requirements, quality and risk management strategies/plans, budget and timelines
- establishing a capable project team with clear roles and responsibilities
- selecting and establishing operational systems and resources required for the project
- consulting and communicating effectively to ensure project outcomes are achieved on time and within budget
- monitoring and reporting project progress against the plan and making agreed variations as necessary
- maintaining accurate records and documentation in accordance with workplace procedures
- evaluating project outcomes and processes to identify opportunities for improvements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- how the project fits in with the laboratory's business goals and key performance indicators (KPIs)
- principles of project planning and management
- techniques for monitoring timelines, expenditure and team performance
- techniques for achieving effective communication and cooperation
- techniques for troubleshooting, problem solving and conflict resolution
- techniques for evaluation and continuous improvements
- reporting requirements
- work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.

- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL916002 Manage and develop teams
  - MSL936001 Maintain quality system and continuous improvement processes within work or functional area
- Holistic assessment methods include:
  - review of project reports, budgets and plans generated by the candidate
  - review of feedback from managers and/or customers about the quality of project outcomes and processes
  - review of feedback from project team members about the effectiveness of project planning, teamwork, resource management and communication
  - review of documented examples of quality performance improvements achieved and examples of significant problems solved
  - observation of the candidate's interaction with project team
  - questioning/interview to assess required knowledge.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - project management processes and procedures typically used by the workplace
  - sample business plans, project plans, budgets, reports and project management charts (e.g. GANTT)
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5 f462baa