



Australian Government

MSL916005 Manage complex projects

Release: 1

MSL916005 Manage complex projects

Modification History

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

Application

This unit of competency covers the ability to interpret complex technical briefs, determine project methodologies and resource requirements, establish project plans, manage projects to successful conclusions and evaluate project outcomes.

This unit of competency is applicable to senior technical officers and laboratory supervisors working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Interpret brief and design feasible project plan	1.1	Interpret and confirm project objectives, deliverables, constraints and principal work activities
		1.2	Determine resource requirements, including personnel, equipment and materials, and access to operational systems
		1.3	Develop a detailed implementation plan for the project outlining methodology, milestones and budget
		1.4	Identify roles, responsibilities and required capabilities of project team members

- 1.5 Analyse project plan and principal work activities to ensure compliance with relevant standards
 - 1.6 Develop risk management strategies and risk management plans to ensure successful and timely outcomes
 - 1.7 Secure project approval
- 2 **Establish and implement approved project plan**
 - 2.1 Secure team members and brief them about the project and allocate roles and responsibilities, balancing job roles and skills development opportunities
 - 2.2 Secure necessary equipment, materials and access to operational systems
 - 2.3 Establish communication and reporting mechanisms
 - 2.4 Implement agreed time-management strategies to ensure milestones are met
 - 2.5 Apply agreed quality requirements to measure performance and outcomes
- 3 **Manage project**
 - 3.1 Monitor and report progress of activities in relation to the project plan
 - 3.2 Ensure income and expenditure is in line with the agreed project plan and budget
 - 3.3 Work with the team to analyse and diagnose problems and to determine corrective actions
 - 3.4 Make agreed variations to the plan to suit changing situations
 - 3.5 Maintain accurate records and communication with stakeholders and project team members
- 4 **Finalise project**
 - 4.1 Ensure project objectives are met and deliverables are provided on time and within budget
 - 4.2 Complete all reporting requirements

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| 5 Evaluate project methodology | 5.1 Assess the effectiveness of resource management in delivering project outcomes |
| | 5.2 Evaluate the effectiveness of communication processes used throughout the project |
| | 5.3 Recommend improvements for future projects |

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the competence of testing and calibration laboratories, laboratory safety, and quality and environmental management
- national work health and safety (WHS) standards and codes of practice
- registration/licensing and/or National Association of Testing Authorities (NATA) accreditation requirements

Complex projects

Complex projects include one or more of:

- development or modification of products and services
- acquisition and commissioning of new equipment or laboratory facilities
- appraisal of supplies
- development of applications for customers
- validation of analytical methods and/or equipment
- quality improvement or corrective action teams
- restructuring of laboratory services

- reclassification of staff and staffing levels

Records

Records include, but are not limited to, one or more of:

- lists of potential costs, invoices and payment records
- project and/or workplace files and records
- reports to clients, personnel and senior management
- risk management plans and log books
- diaries, scheduling charts and other project management charts

Resources

Resources include:

- personnel
- budget
- equipment
- materials and facilities
- project planning software
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WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

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

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>