MSL916010 Manage complex projects

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL916005 Manage complex projects. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge 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 applies to senior technical officers and laboratory supervisors working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

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

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

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		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
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.

Unit Mapping Information

Equivalent to MSL916005 Manage complex projects, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa