



Australian Government

MSS025036 Plan and conduct environmental project work

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Elements changed. Performance Criteria changed. Foundation Skills populated. Assessment Requirements changed. Workplace outcome changed. Supersedes and is not equivalent to MSS025023 Plan and conduct environmental project work.

Application

This unit describes the skills and knowledge required to plan and conduct environmental projects that are small scale, low risk and measurement based.

This unit applies to environmental technicians and similar roles who are required to identify the scope of the project, develop a project plan and methodology, undertake the project work and report on project outcomes.

This unit applies in any organisation.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Competency Field

Environmental monitoring and technology

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. Determine project scope	1.1 Review background information and consult with supervisor to determine project aim, objectives and time frame 1.2 Identify intended outcomes, key stakeholders, drivers and likely constraints 1.3 Identify key activities, milestones and resources required to achieve deliverables on time 1.4 Identify performance indicators to monitor project progress and acceptance criteria for deliverables 1.5 Clarify and/or confirm project scope and performance indicators with supervisor
2. Develop project plan	2.1 Read and interpret legislation, standards, codes and procedures to

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	determine relevance to project activities 2.2 Review background information to inform the development of project methodology 2.3 Analyse risks and include risk management strategies across all aspects of project work 2.4 Develop strategies for conducting the project, including alternative measurement methods 2.5 Outline feasible and measurable project objectives, selected methodology, outputs and the roles and responsibilities of participants 2.6 Develop and optimise work breakdown structure, including integration and sequencing of tasks 2.7 Draft project plan and work schedule and consult with supervisor for review, amendments and approval
3. Review project methodology	3.1 Conduct trials to refine methodology and provide proof of concept 3.2 Troubleshoot equipment and methodology problems and develop and test solutions in consultation with supervisor 3.3 Modify draft project plan to incorporate refinements and solutions 3.4 Document all accepted and rejected ideas or prototypes from trials 3.5 Communicate plan to project participants and resolve
4. Execute project plan	4.1 Execute own project activities in accordance with plan 4.2 Monitor project activities to identify issues and constraints 4.3 Initiate action to resolve issues and constraints within own scope of responsibility and technical competence 4.4 Seek advice on issues and constraints beyond scope of responsibility or technical competence 4.5 Monitor and report on progress of project against agreed indicators and milestones
5. Collect and analyse data	5.1 Safely operate measurement equipment and instruments in accordance with manufacturer requirements, test methods and workplace procedures 5.2 Obtain data using specified methods and in accordance with safety and legislative, regulatory and workplace requirements 5.3 Record and store data in agreed formats

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	5.4 Recognise anomalous results and investigate causes 5.5 Evaluate data using specified quality criteria and reference materials 5.6 Use mathematical, statistical and graphical methods and software to analyse and present results 5.7 Report results using the accuracy, precision and units appropriate to project plan
6. Finalise project	6.1 Provide progress reports and project outputs on time and at the required quality standard 6.2 Evaluate the project process and outputs in comparison with the project objectives and performance criteria 6.3 Identify any issues and opportunities for improvement 6.4 Write project reports containing the required information and using the agreed style, voice and format and seek feedback from supervisor 6.5 Complete and store all project documentation 6.6 Finalise and present report of project process and outcomes to supervisor

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret workplace documentation, legislation and background information
- Writing skills to document project plan and report on progress and outcomes
- Oral communication skills to consult with supervisor and brief project participants
- Numeracy skills to evaluate and analyse data, recognise anomalous results and report results.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. No equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>