



Australian Government

PSPPCM011 Plan to manage a contract

Release: 1

PSPPCM011 Plan to manage a contract

Modification History

Release	Comments
1	<p>This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.</p> <p>This unit supersedes and is equivalent to PSPPROC506A Plan to manage a contract.</p> <ul style="list-style-type: none"> • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to establish arrangements for contract management. It includes confirming contract requirements, preparing a contract management plan, developing stakeholder relationships and implementing contract strategies and contractual arrangements.

This unit applies to those working in roles involving procurement contract management.

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.

Those undertaking this unit would work autonomously while performing complex tasks, in familiar contexts.

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

Competency Field

Procurement

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Confirm contract requirements	<p>1.1 Identify legislation, public sector standards and organisational requirements relating to probity, financial management, approvals and other considerations for inclusion in the contract management plan.</p> <p>1.2 Re-confirm contract requirements with all parties.</p> <p>1.3 Determine obligations to the contractor, limits of authority and delegations according to contractual arrangements.</p> <p>1.4 Confirm start-up or transition arrangements.</p>
2. Prepare contract management plan	<p>2.1 Identify contract risks and develop a risk management plan.</p> <p>2.2 Determine procedures to identify, receive and address contract variations.</p> <p>2.3 Determine procedures to investigate, resolve or refer disputes or complaints.</p> <p>2.4 Develop and negotiate key performance indicators and identify and approve administrative processes for the life of the contract.</p> <p>2.5 Document, obtain approval on and maintain a contract management plan that addresses key elements.</p> <p>2.6 Apply expected standards of behaviour, probity and privacy principles to all elements of contract management plan.</p> <p>2.7 Apply environmental, sustainability and corporate social responsibility principles to all elements of contract management plan.</p>
3. Develop stakeholder relationships	<p>3.1 Identify stakeholder networks and relationships.</p> <p>3.2 Use networking strategies to establish, develop and maintain working relationships to promote benefits to the contract requirements.</p> <p>3.3 Develop and maintain confidence of stakeholders through high standards of behaviour and ethical conduct.</p> <p>3.4 Use negotiation strategies to achieve positive outcomes when difficult situations arise.</p> <p>3.5 Identify and confirm communication requirements in line with contractual obligations and stakeholder needs.</p>
4. Implement contract strategies	<p>4.1 Identify requirements of confidentiality and freedom of information for the contract.</p> <p>4.2 Develop communication and/or information strategy that matches needs of the organisation, the contract and the contractor's business environment.</p> <p>4.3 Establish contract review requirements with stakeholders.</p> <p>4.4 Develop contract review strategy to review management of the contract, contractor performance and user satisfaction.</p>
5. Implement contractual	<p>5.1 Establish and manage business relationship with contractor.</p> <p>5.2 Implement start-up or transition arrangements.</p>

arrangements	5.3 Establish financial, administrative and information management processes. 5.4 Implement contractual arrangements according to contract management plan. 5.5 Maintain appropriate records for the life of the contract.
---------------------	--

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPPROC506A Plan to manage a contract.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>