Australian Government

Assessment Requirements for SIRXMGT004 Plan and manage retail projects

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop, document and implement a plan for a retail-related project that comprises at least two of the following:
  - project management committee or advisory/reference group
  - consultants, contractors and suppliers
  - internal and external stakeholders
- lead a project team through project planning and implementation phases comprising:
  - multiple meetings and briefings
  - timeline or resource variations
- evaluate project outcomes against nominated criteria and objectives.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- project management processes and the project life cycle:
  - planning and the requirements of project plans:
    - objectives
    - deliverables, scheduling and milestones
    - allocation of roles and responsibilities
  - documentation and role of technology
  - monitoring and control systems
  - evaluation criteria, both quantitative and qualitative and methods for measuring the success of project objectives
- project management plan inclusions:
  - budget
  - consultation strategies
  - internal and external communication processes and channels
  - key milestones
  - marketing strategies
  - objectives and outcomes

- personnel
- priorities and key milestones
- quality assurance process
- reporting requirements
- responsibilities of project personnel and stakeholders
- risk management and contingency plans
- safety initiatives
- selection or tendering process
- sponsors
- stages
- sustainability considerations
- timeframes
- for the retail sector and organisation:
  - role of various project management personnel and stakeholders in the management of projects
  - reporting hierarchy
  - administrative structures
  - risk, regulatory and sustainability issues for project management and particularly those related to:
    - financial management
    - human resource management
    - physical resource management
- range of potential stakeholders in a retail project:
  - community agencies
  - customers
  - funding bodies
  - government departments or statutory authorities
  - industry associations
  - internal personnel
  - media
  - regulatory authorities
  - sponsors
  - suppliers
- budgets and financial planning and monitoring.

Assessment Conditions

Skills must be demonstrated in:

- an industry workplace
- a simulated retail work environment.

Assessment must ensure access to:

- information and communications technology currently used to manage projects
- physical and financial resources to support the project
- a project team for whom the individual is a leader
- project stakeholders with whom the individual can interact; these can be:
    - individuals in an industry workplace, or
    - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d