Australian Government

SIRXMGT004 Plan and manage retail projects

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop project plans, implement project activities, monitor progress to ensure objectives are achieved, and evaluate all aspects of projects.

This unit applies to senior personnel working in a diverse range of industry sectors and business contexts. They operate independently and are responsible for making a range of operational and project management decisions in a retail work context.

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

Pre-requisite Unit

Nil

Competency Field

Management and Leadership

Unit Sector

Cross-Sector

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. Define project scope.	1.1. Identify project objectives, budget, scope of activities and deliverables.
	1.2. Clarify relationship of project to others and to overall organisational objectives.
	1.3. Identify stakeholders and their requirements for consultation and involvement in project activities.
	1.4. Confirm administrative structure for project management, individual responsibility and reporting hierarchy.
	1.5. Determine required resources for the project.

2. Prepare the project plan.	2.1. Consult with stakeholders to facilitate input and to achieve approval for project plan.
	2.2. Determine risk, and regulatory and sustainability issues and incorporate them into plan.
	2.3. Integrate quality, financial, human and physical resource specifications for project activities.
	2.4. Develop and integrate project evaluation methods.
	2.5. Plan internal and external communications, public relations and marketing approaches.
	2.6. Document integrated project management plan and gain required approvals.
	2.7. Communicate plan and roles and responsibilities to all involved.
3. Administer and monitor the project.	3.1. Implement project activities according to plan and in conjunction with stakeholders and project team members, providing support and assistance as required.
	3.2. Implement financial and quality control systems according to project plan.
	3.3. Monitor progress to ensure objectives, deliverables, timelines, cost and quality of project are achieved.
	3.4. Identify deviations from plan, assess and take action to realign project activities to meet objectives.
	3.5. Determine and act on the need for project variations, including additional project resources.
	3.6. Provide progress and final reports according to project requirements.
	3.7. Complete project within agreed timelines.
	3.8. Provide effective and documented handover instructions and advice to staff responsible for the ongoing implementation or maintenance of project products or services.
4. Evaluate the project.	4.1. Assess project effectiveness at specified stages, using agreed evaluation methods.
	4.2. Evaluate completed project for administrative efficiency, quality and achievement of objectives.
	4.3. Debrief project team members and relevant stakeholders about project implementation and outcomes.
	4.4. Report outcomes to stakeholders and use information to enhance future project planning and management activities.

Foundation Skills

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

Unit Mapping Information

No equivalent unit.

Links

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