



Australian Government

Department of Education, Employment and Workplace Relations

SISXIND405A Conduct projects

Release: 2

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Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to prepare for and conduct projects in specific activity areas, according to a project-management plan. It also involves undertaking contingency planning to enable the achievement of project outcomes.

Application of the Unit

This unit applies to those working autonomously and within supervisory roles in a sport, recreation or fitness environment, including those in roles such as program developers, logistics coordinators, sports trainers, coaches working with athletes, development officers and outdoor leaders. The roles may be performed in a range of sport and recreation environments, such as leisure centres, training venues, and indoor activity centres, or as part of outdoor recreation activities.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

1. Identify project scope.

- 1.1. Identify *scope* of the *project* according to *organisational policies and procedures*.
- 1.2. Identify required *resources* and their availability.
- 1.3. Identify the required budget for the project.
- 1.4. Identify interrelationships with other concurrent projects.
- 1.5. Assess the project's potential impact on the organisation and individuals.

2. Prepare a project implementation plan.

- 2.1. Identify *contract requirements* of the project.
- 2.2. Identify *key milestones* and *quality measures* for the project according to organisational policies and procedures.
- 2.3. Confirm project budget according to organisational policies and procedures.
- 2.4. Allocate tasks and resources and identify relevant personnel to be informed and consulted.
- 2.5. Identify and access administrative support required for the project.
- 2.6. Develop contingency-management plans for project outcomes according to organisational policies and procedures.
- 2.7. Confirm project-management plan with *relevant personnel*.

3. Implement project.

- 3.1. Access and allocate resources according to project-management plan and organisational policies and procedures.
- 3.2. Coordinate communication processes between all relevant personnel within project team.
- 3.3. *Monitor* project activities and progress according to project-management plan, *relevant legislation* and organisational policies and procedures.

ELEMENT	PERFORMANCE CRITERIA
4. Finalise project outcomes.	<ul style="list-style-type: none">3.4. Identify deviations from project-management plan and take actions to address deviations.3.5. Notify appropriate personnel where original project requirements cannot be met.3.6. Maintain <i>project records</i> according to organisational policies and procedures.4.1. Complete the project according to contract requirements and organisational policies and procedures.4.2. Evaluate relevant components of the project according to quality measures in consultation with relevant personnel.4.3. Identify potential areas of improvement of future projects.4.4. Review own performance in conducting the project and identify potential improvements.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - consult with project members
 - convey information on project progress
 - liaise and negotiate with internal and external service providers
- planning and organising skills to:
 - implement a project-management plan
 - coordinate project resources within timelines and budget
- problem-solving skills to:
 - define and monitor objectives of the project
 - identify and address deviations to the project-management plan
 - develop contingency plans
- literacy and numeracy skills to:
 - interpret a project-management plan
 - complete project documentation
 - identify and meet budget and timeframe requirements
- self-management skills to review and reflect on own work performance to conduct a project.

Required knowledge

- organisational policies and procedures to enable accountability and satisfactory completion of project outcomes according to organisational protocols and standards
- legislation to enable project to be conducted safely and responsibly
- quality-assurance principles to enable project accountability in the achievement of quality outcomes
- project-management techniques to effectively prepare, implement and monitor a project plan within budget and on time
- organisational financial recording and reporting requirements
- conflict-resolution techniques to enable negotiation of issues arising during the project
- evaluation processes to enable improvements to be made to future projects.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- implements, monitors and reviews a project-management plan according to organisational recording and reporting systems
- liaises with relevant personnel and allocates and coordinates project tasks and resources to maximise timely project outcomes
- uses communication strategies and systems to encourage and maintain information flow and exchange between project team personnel
- applies contingency-management techniques to deal with a range of problems and issues that may arise during the project and reports those outside own level of responsibility to relevant personnel
- evaluates and reflects on own work performance to identify ways in which future project outcomes and benefits to the organisation and individuals can be improved.

Context of and specific resources for assessment

Assessment must ensure conduct of multiple projects within budgetary constraints and timeframes that are of sufficient breadth to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a sport and recreation environment that reflects local issues and initiatives for which projects can be implemented
- equipment and resources required for the project, including support staff, equipment and materials
- organisational procedures and protocols, such as project reporting or recording requirements
- sources of information on project-management techniques.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of interacting with project team,

- including allocating tasks and monitoring progress
- observation of dealing with contingencies in relation to project deviations and budgets
 - oral and or written questioning to assess knowledge of relevant organisational policies and procedures for conducting a project
 - third-party reports from a supervisor detailing work performance
 - portfolio containing evidence of research and documentation, such as a project-management plan and project reports.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXIND507A Manage education initiatives.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Scope may include:

- objectives
- desired outcomes
- benefits to the organisation
- cost
- risks
- time.

Project may include:

- internal or external projects
- conferences and major meetings
- promotional or other events
- introduction of new technology or systems
- product or service development
- research or development projects
- ongoing business projects
- skills-improvement projects.

Organisational policies and procedures may include:

- occupational health and safety
- commercial confidentiality
- codes of conduct and practice
- ethical practices
- quality systems
- payment of invoices
- scoping of potential projects
- monitoring of projects
- reporting requirements
- project completion
- accountability requirements.

Resources may include:

- service providers
- financial
- human
- physical
- technical.

Contract requirements may include:

- performance standards
- timelines
- names of parties bound by contract
- payment

- completion requirements
 - staffing
 - ownership of materials
 - indemnity and insurance
 - reporting mechanisms.
- Key milestones*** may include:
- recording and reporting
 - developing a work plan
 - timelines
 - achievement of key tasks and project phases
 - measurement and achievement of set outcomes
 - completion of tasks
 - completion of contract phases and requirements.
- Quality measures*** may include:
- objectives and outcomes
 - benchmarks
 - standards
 - key performance indicators
 - project monitoring process
 - achievement of timelines
 - costs.
- Relevant personnel*** may include:
- project managers
 - clients
 - internal and external service providers.
- Monitor*** may include:
- progress and timeframes
 - performance
 - variables
 - activities
 - problems and issues
 - changes to project plan
 - costs associated with the project.
- Relevant legislation*** may include:
- occupational health and safety
 - privacy
 - duty of care
 - trades practices
 - goods and services
 - contract
 - environmental.
- Project records*** may include:
- team reports
 - project control chart
 - control point chart
 - milestone chart

- budget control chart
- interim and final reports.

Unit Sector(s)

Cross-Sector

Competency Field

Working in Industry