Assessment Requirements for SITXMGT003 Manage projects

Release: 1

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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 and implement a plan for a project, addressing one or more of the following objectives:
  - community or industry development
  - economic or social benefits
  - education or training
  - profit
  - research
- administer and monitor the following components of the above project:
  - dedicated project budget and financial control system
  - administrative components involving individual responsibility and reporting hierarchy for at least two of the following:
    - advisory or reference group
    - consultants, contractors and suppliers
    - organisational management
    - project management committee
    - secretariat
  - progress against project objectives
  - quality control system
  - risk, regulatory and sustainability issues
- lead a project team and liaise with a wide range of stakeholders during the planning and implementation phases of the above project, providing at least two of the following forms of support and assistance as appropriate:
  - additional resources
  - formal training opportunities
  - informal coaching and feedback
  - moderation and joint planning sessions
  - regular meetings and briefings
  - representing team interests in wider forums
- demonstrate sound administrative processes when planning and implementing the above project within required timeframes.

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 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 objective
- 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
- industry sector and organisation:
  - role of various project management personnel and stakeholders in the management of projects
  - reporting hierarchy
  - administrative structure:
    - advisory and reference groups
    - consultants
    - consultative groups
    - contractors and suppliers

- internal or external project manager
- management
- management committee
- secretariat
  - risk, regulatory and sustainability issues for project management, particularly those related to:
    - financial management
    - human resource management
    - physical resource management
- potential stakeholders in a project:
  - community agencies
  - customer or client
  - funding bodies
  - government departments or statutory authorities
  - host organisation
  - industry associations
  - internal personnel
  - management
  - management committee
  - media
  - regulatory authorities
  - sponsors.

Assessment Conditions

Skills must be demonstrated in an operational tourism, travel, hospitality or events business operation or activity for which projects are managed. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- projects to be managed by the individual
- 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:
  - those in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

SkillsIQ

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=68c40a93-e51d-4e0f-bc06-899dff092694