



**Australian Government**

# **SITXMG003 Manage projects**

**Release: 1**

## SITXMGF003 Manage projects

### 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.

The unit applies to all tourism, travel, hospitality and event sectors and the project could relate to event planning and execution, product development, research or initiatives such as the introduction of new workplace systems or technologies.

It applies to senior personnel who operate independently or with limited guidance from others and who are responsible for making a range of operational business and project management decisions.

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

Elements describe the essential outcomes.

1. Define project scope.

#### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 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. Develop 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.
  - 2.7. Communicate plan and roles and responsibilities to all involved.
3. Administer and monitor 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.
4. Evaluate 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. Report outcomes to stakeholders and use information to enhance future project planning and management activities.

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

### SKILLS

### DESCRIPTION

- Reading skills to:
- interpret potentially complex reports, comparing project outcomes against planned deliverables.
- Writing skills to:
- write quantitative and qualitative evaluation criteria.
- Numeracy skills to:
- interpret project budgets for diverse components
  - develop resource specifications within budgetary parameters.
- Problem-solving skills to:
- evaluate and respond to complex, interrelated and potentially conflicting factors within project management activities.
- Planning and organising skills to:
- manage interrelated aspects of a complex project and project timelines.
- Technology skills to:
- use computers, word processing and software packages for project management.

## Unit Mapping Information

SITXMGT502 Manage projects

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>