



Australian Government

Department of Education, Employment and Workplace Relations

AUMAMA5004 Coordinate project activities

Release: 1

AUMAMA5004 Coordinate project activities

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the application of the required skills and knowledge to coordinate project activities within a broader project. It may include coordination of resources in meeting project timelines and performance outcomes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
------------------------	---

Application of the Unit

Application of the unit	The unit applies to the automotive and related component manufacturing environment and involves application of skills and knowledge to be used within the scope of the person's job and authority.
--------------------------------	--

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains Employability Skills.
-----------------------------	--

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
---	--

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop project understanding	1.1. <i>Instructions</i> and plans are read and interpreted to identify processes and materials to complete work tasks so as to effectively <i>coordinate the project activities</i> 1.2. The project plan is reviewed with the <i>project leader</i> to identify the required outcomes 1.3. Project requirements including, timelines, budget and project risk management plans are clarified and understood 1.4. Resource requirements are identified and tasks allocated to <i>team members</i>
2. Implement project	2.1. Agreed project scope procedures and processes are implemented 2.2. Progress is recorded and reported in accordance with organisational procedures and requirements
3. Monitor and coordinate project integration	3.1. Team members are supported to ensure that the outcomes of project activities and timelines are met 3.2. Recordkeeping systems are monitored to ensure that they are maintained by the team members 3.3. The passage of information is, in consultation with the team leader, coordinated throughout the team to ensure integration of effort
4. Coordinate project follow-up activities	4.1. Project activity outcomes and processes are reviewed in consultation with <i>stakeholders</i> , against the project plan and scope 4.2. The delivery of project activity reports is monitored to ensure that reports are complete and provide integrated responses 4.3. The project leader is assisted in assembling data and issues for the project final report

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required skills

- speak clearly and directly in order to allocate tasks to team members
- apply teamwork to a range of situations, particularly the meeting of timelines
- solve problems particularly in teams in order to meet performance indicators
- show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas
- access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to ensure outcomes are reviewed against the project plan and scope to correctly assess project success
- manage time when planning, preparing and organising work priorities
- take responsibility for organising own work priorities.

Required knowledge

- relevant Occupational Health and Safety and Environmental legislation, regulations, standards and codes of practice and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment.
- organisational supply/replenishment systems and processes for materials, equipment and tools
- types of tools and equipment and procedures for their safe use, operation and maintenance
- environmental protection requirements relating to the disposal of waste material
- established communication channels and protocols
- methods of problem identification and resolution
- the preparation of plans and tasking of resources
- procedures for the recording, reporting and maintenance of workplace records and information.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Overview of assessment

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

Evidence of the following is essential:

- compliance with relevant legislation, regulations, standards, codes of practice and established safe practices and organisation policies and procedures for coordinating projects
- maintaining a working knowledge of current organisation inventory procedures
- working and communicating effectively and positively with others involved in the work
- applying, within authority, the requirements of the job or work role in relation to:
- implementing, monitoring, and successfully completing project activities
- contributing to reports of results
- completing work area housekeeping requirements including the documentation of project activity and process outcomes
- modify activities to cater for variations in organisation context and environment.

Context of and specific resources for assessment

- assessment of the competency should take place in a safe working environment in a passenger motor vehicle manufacturing plant or simulated environment using tools/equipment/machinery required for the production process without undue disruption to the production process
- assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints.

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:

- assessment methods must confirm consistency and accuracy of performance (over time and in a range of organisation relevant contexts) together with application of underpinning knowledge
- assessment methods must be by direct observation of tasks and include questioning on underpinning knowledge to ensure its correct interpretation and application
- assessment may be applied under project related conditions (real or simulated) and require evidence of process

EVIDENCE GUIDE

	assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances.
--	--

Range Statement**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 in the Performance Criteria is detailed below. Add any 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.

<i>Instructions</i> may include:	- workplace procedures relating to the use and operation of tools and equipment - departmental requirements - workplace instructions, including job sheets, plans, specifications, drawings and designs - workplace procedures relating to reporting and communications - manufacturers' instructions for the use of equipment and materials.
<i>Coordinate the project activities</i> may include:	the coordination of project activities in meeting project timelines and performance outcomes. The coordination is based on the subject matter expertise rather than the formal supervisory role.
<i>Project leader</i> may include:	the person given authority of the resources to undertake the project and to realise the project's objectives. Whilst the project leader may have contributed to the project design, further design, prioritisation, the definition of objectives and the tasking of resources may be the responsibility of other stakeholders.
<i>Team members</i> may include:	those persons tasked to supporting the project. A team member may be a team member on several unrelated teams.
<i>Stakeholders</i> may include:	parties such as the design engineers, test/trial operators and corporate resource and budget managers with an interest in the test/trial conduct and/or outcome.

Unit Sector(s)

Unit sector	Teamwork, Supervision and Management
--------------------	--------------------------------------

Competency field

Competency field	Manufacturing - Common
-------------------------	------------------------

Co-requisite units

Not applicable.