



Australian Government

BSBADM407 Administer projects

Release: 1

BSBADM407 Administer projects

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes skills and knowledge required to perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and winding up the project on completion.

It applies to individuals who work under the supervision of an experienced project manager.

It does not apply to project managers or specialist project managers. For specialist project managers, the units of competency in the Project Management competency field are applicable.

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

Unit Sector

Administration – General Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Plan project administration	1.1 Identify and record the purpose, scope and objectives of project 1.2 Develop project plans identifying project activities and key administrative milestones and timelines in accordance with the requirements of the project brief/contract and in consultation with stakeholders 1.3 Identify and address factors that affect timeframes in project planning to ensure timeframes are realistic and achievable 1.4 Link project budgets to key outcomes within projects and incorporate reporting mechanisms to ensure payments are

ELEMENT	PERFORMANCE CRITERIA
	made/received as outcomes are achieved 1.5 Identify monitoring and reporting arrangements for project activities and budgets within project plans in accordance with organisational, statutory and auditing requirements
2 Coordinate project administration	2.1 Allocate and monitor tasks and resources in accordance with project requirements 2.2 Detail project expenditure in financial control systems, and monitor against project budgets in accordance with project plan 2.3 Monitor project timeframes and milestones and report to designated person/s in accordance with organisational requirements 2.4 Maintain project records in accordance with project and organisational requirements
3 Finalise and review project administration	3.1 Identify and complete procedures for winding up projects in accordance with statutory, organisational and auditing requirements 3.2 Review project administration against project plan, measure outcomes, and report on outcomes in accordance with organisational and task requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.5, 2.2, 2.3, 3.1, 3.2	Identifies and interprets complex and non-complex information from organisational and regulatory documents
Writing	1.2, 1.4, 2.2, 3.1, 3.2	- Develops documentation using appropriate structure, accurate spelling, grammar and punctuation - Addresses the context, purpose and audience when generating a range of texts
Oral Communication	1.2	- Engages in discussions using appropriate pitch, volume, intonation and vocabulary appropriate for the audience - Listens closely and asks questions to clarify

		understanding
Numeracy	1.2-1.5, 2.2, 2.3, 3.1, 3.2	- Extracts, interprets and comprehends mathematical information embedded in documents - Performs calculations necessary to estimate timeframes and monitor progress against predetermined budgets
Navigate the world of work	1.5, 2.3, 2.4, 3.1, 3.2	Recognises and responds to both explicit and implicit organisational procedures and protocols and legislative/regulatory requirements
Interact with others	1.2, 2.1, 2.3	- Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role - Collaborates and cooperates with others to achieve joint outcomes
Get the work done	1.1-1.5, 2.1, 2.3, 2.4, 3.2	- Applies formal processes when planning complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time constraints - Monitors progress of plans and makes adjustments, if necessary - Makes a range of decisions in different contexts, taking a range of constraints into account - Utilises a range of features within digital applications to improve personal productivity, optimising software functions for specific purposes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBADM407 Administer projects	BSBADM407B Administer projects	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBADM407 Administer projects

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Performance Evidence

Evidence of the ability to:

- Prepare a project scope, schedule and budget which includes a clear communication strategy with reference to all legislative and organisational requirements
- Coordinate a project according to predetermined timeframes and available resources including the production and maintenance of accurate records
- Review and measure outcomes for the project on completion.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify legislation that may affect aspects of project administration
- summarise relevant organisational policies and procedures for project administration
- outline project planning tools
- explain budgeting strategies used for projects
- identify techniques for project planning and setting milestones.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the general administration field of work and include access to:

- workplace project documentation
- relevant enterprise policies and procedures.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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