



Australian Government

BSBLEG425 Apply principles of legal project management

Release: 1

BSBLEG425 Apply principles of legal project management

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to apply project management skills in a legal context to assist in the delivery of project to time and cost requirements.

The unit applies to those who have a broad knowledge of project management who contribute well-developed skills to creating solutions to unpredictable problems. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

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

Unit Sector

Technical Skills – Legal Services

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	1.1 Identify project scope according to client instructions 1.2 Identify project resources 1.3 Identify project risk and mitigation measures 1.4 Confirm deliverable with management according to organisational policy 1.5 Develop project plan according to client and organisational requirements
2. Execute project	2.1 Support in developing deliverable according to client and organisational requirements 2.2 Assist in monitoring project progress against project objectives

	2.3 Contribute to rectifying contingencies according to organisational policies and task requirements
3. Maintain project	3.1 Seek feedback from relevant stakeholders on project management processes to inform lessons learned 3.2 Analyse and amend processes according to feedback 3.3 Record and action feedback as required according to organisational policy and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	Evaluates effectiveness of plans and results to inform improvement decisions
Reading	Extracts and analyses relevant information from texts of varying complexity
Writing	Develops a range of documents using structure and vocabulary appropriate to audience, context and purpose
Teamwork	Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction
Initiative and enterprise	Adheres to legislative and organisational requirements
Planning and organising	Determines job sequence and works logically and systematically to undertake defined tasks
Technology	Uses familiar digital technologies and systems to access information, prepare information and support projects

Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBLEG425 Apply principles of legal project management

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- apply project management principles to at least three legal projects.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation and regulations relevant to legal project management
- techniques to identify and document client expectations
- legal project risks and mitigation techniques
- organisational policies and procedures for legal project management
- monitoring processes to track project delivery
- methods to obtain feedback for identifying lessons learned from relevant personnel.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant legislation and regulations relevant to legal project management
- organisational policies and procedures for legal project management
- relevant software for legal project management.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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