



Australian Government

BSBPMG420 Apply project scope management techniques

Release: 1

BSBPMG420 Apply project scope management techniques

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 contribute to the project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes. It also involves applying controls once the project has commenced and contribute to reviewing the suitability of those controls.

The unit applies to individuals who support project managers and other team members to apply project scope management techniques.

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

Unit Sector

Business Competence – Project Management

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. Contribute to defining project scope	1.1 Participate in identifying project objectives and requirements and review project initiation documentation 1.2 Contribute to identifying project deliverables 1.3 Contribute to identifying measurable outcomes to enable evaluation of project performance 1.4 Contribute to developing and documenting the scope management plan 1.5 Confirm approval of project scope with relevant project authority
2. Apply project scope controls	2.1 Undertake work according to agreed project scope management plan

ELEMENT	PERFORMANCE CRITERIA
	2.2 Identify and respond to variations according to established change control procedures within scope of own responsibility 2.3 Communicate instances of non-compliance with overall scope to the project manager and other team members
3. Contribute to review of scope controls	3.1 Identify scope changes against scope management plan with assistance 3.2 Contribute to reporting scope changes 3.3 Participate in reviewing effectiveness of project outcomes

Foundation Skills

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

Skill	Description
Reading	Identifies and analyses complex texts
Writing	Contribute to developing and amending plans and associated documentation using appropriate organisational formats and vocabulary
Oral Communication	Interacts effectively in verbal exchanges, using clear language to convey information, and active listening and questioning to clarify understanding
Numeracy	Selects and applies a range of mathematical and problem-solving strategies to contribute to developing timelines and monitoring progress
Teamwork	- Uses appropriate communication practices in a range of work contexts - Collaborates and cooperates with others to achieve shared goals
Planning and organising	- Contributes to plans and organises tasks required to monitor and report on project implementation - Analyses outcomes to identify future improvements

Unit Mapping Information

Supersedes and is equivalent to BSBPMG409 Apply project scope management techniques.

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 BSBPMG420 Apply project scope management techniques

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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:

- support project managers and other team members to apply project scope management techniques during at least two different projects.

In the course of the above, the candidate must:

- work according to project scope management plan including established change control procedures and performance measurement procedures
- contribute to delineating and controlling project scope
- communicate with the project manager and other team members
- record project scope management plan
- interpret and follow project initiation documentation for purposes of documenting project scope.

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:

- components of project scope management plans including:
 - established change control procedures
 - performance measurement indicators
- factors likely to impact project scope
- procedures relating to scope change including:
 - formal change-control processes
 - reporting change
- methods for measuring work outcomes and progress against plans
- methods for reviewing project outcomes
- scope control methods
- types of project initiation documentation.

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.

- project documentation which includes information about project scope.

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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