



Australian Government

BSBPMG530 Manage project scope

Release: 1

BSBPMG530 Manage project scope

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 determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.

The unit applies to individuals responsible for managing and leading a project in an organisation, business or as a consultant.

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. Conduct project authorisation activities	1.1 Develop and confirm procedures for project authorisation with an appropriate authority 1.2 Obtain authorisation to expend resources 1.3 Confirm project delegations and authorities in project governance arrangements
2. Define project scope	2.1 Identify and negotiate project boundaries with relevant stakeholders 2.2 Establish measurable project benefits, outcomes and outputs 2.3 Establish a shared understanding of desired project outcomes with relevant stakeholders 2.4 Document scope management plan

ELEMENT	PERFORMANCE CRITERIA
3. Manage project scope control process	3.1 Implement agreed scope management procedures and processes 3.2 Monitor impact of scope changes within established time, cost and quality constraints according to change control procedures 3.3 Identify and document scope management issues and recommend improvements for future projects

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	Interprets and analyses information from a range of complex texts
Writing	Develops project documentation and procedures using formats and language appropriate to context
Oral Communication	- Participates in discussions and negotiations using clear language and appropriate non-verbal features - Uses active listening and questioning to elicit views and opinions of others
Numeracy	Interprets numerical information to determine project timelines and measure outcomes against project scope
Initiative and enterprise	Adheres to organisational policies and procedures and considers own role in terms of its contribution to broader goals of work environment
Teamwork	- Identifies and uses appropriate conventions and protocols when communicating with diverse stakeholders - Collaborates with others to achieve joint outcomes, playing an active role in negotiating and facilitating agreement
Planning and organising	- Sequences and schedules complex activities, monitors implementation and manages relevant communications - Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of factors into account - Uses experience to reflect on ways variables impact outcomes and identify future improvements

Unit Mapping Information

Supersedes and is equivalent to BSBPMG511 Manage project scope.

Supersedes but is not equivalent to BSBPMG602 Direct the scope of a project program.

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 BSBPMG530 Manage project scope

Modification History

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

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:

- manage project scope on at least two occasions.

In the course of the above, the candidate must:

- collaborate with stakeholders to produce a scope-management plan
- review and document scope-management implementation and recommend improvements.

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 a project scope-management plan
- factors likely to impact the project scope
- formal change-control processes
- methods for measuring work outcomes and progress against plans
- methods for segmenting and documenting a work breakdown structure
- problem areas likely to be encountered in scope management
- procedures for reporting scope change
- project life cycle and the significance of scope management
- project management tools used for managing scope
- roles and responsibilities of project manager in relation to project planning
- 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.

This includes access to:

- workplace documentation used to document and manage project scope

- examples of feedback from project stakeholders regarding management of project scope.
-

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

Links

Companion Volume Implementation Guide is found on VETNet -

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