



Australian Government

BSBPMG534 Manage project human resources

Release: 1

BSBPMG534 Manage project human resources

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 manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.

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. Plan human resources relevant to projects	1.1 Identify resource requirements for each project task 1.2 Match skills and knowledge of individuals and groups with project tasks 1.3 Allocate personnel to the project according to planned work outputs and project timeline 1.4 Support performance of personnel using human resources management (HRM) methods and tools
2. Implement project personnel training and development	2.1 Define and communicate clear project role descriptions to organisational personnel 2.2 Plan and implement training and development of project team members 2.3 Measure individuals' performance against agreed criteria and

ELEMENT	PERFORMANCE CRITERIA
	initiate actions for shortfalls in performance
3. Lead project team	3.1 Implement processes for improving individual performance and overall project effectiveness 3.2 Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale 3.3 Implement procedures for interpersonal communication, counselling, and conflict resolution 3.4 Identify and manage inter-project and intra-project resource conflict
4. Finalise human resource activities related to projects	4.1 Disband project team according to organisational policies and procedures 4.2 Identify and document human resource issues and recommended improvements

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 textual information obtained from a range of sources and determines how content may be applied to requirements
Writing	- Develops plans, role descriptions and reports using clear, specific and industry-related terminology, appropriate structures and conventions - Documents personnel requirements, results of performance measurements and improvement recommendations
Oral Communication	- Participates in verbal exchanges using clear language and appropriate non-verbal features - Uses active listening and questioning to elicit views and opinions of others and confirm understanding
Numeracy	- Uses mathematical formulae to calculate resources against project requirements and to measure work output against predetermined criteria - Uses analytical skills to review performance and decide on actions needed
Initiative and enterprise	- Identifies and adheres to organisational policies and procedures - Analyse impact of variables outcomes to gain insights into concepts that may be adapted in future situations

SKILL	DESCRIPTION
Teamwork	• Collaborates with co-workers to negotiate and facilitate shared understanding of individual roles and group objectives • Manages workplace conflict by recognising contributing factors and implementing resolution strategies
Planning and organising	• Develops plans to identify project responsibilities and needs, and allocate project personnel, with an awareness of how this contributes to overall project goals

Unit Mapping Information

Supersedes and is equivalent to BSBPMG515 Manage project human resources.

Supersedes but is not equivalent to BSBPMG606 Direct human resources management 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 BSBPMG534 Manage project human resources

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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:

- manage project human resources on at least two occasions.

In the course of the above, the candidate must:

- identify and organise project personnel training and development
- manage project personnel to achieve project outcomes
- apply human resource management (HRM) methods, techniques and tools to the project.

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:

- tool and techniques to identify resource requirements including required project personnel levels and competencies
- human resource management (HRM) methods, techniques and tools
- relevant training and development methods
- strategies for managing project human resources and their application to different situations
- procedures for interpersonal communication, counselling, and conflict resolution
- processes used to measure individuals' performance against agreed criteria
- techniques for managing and improving performance.

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:

- project documentation

- workplace documentation and resources.

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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