



Australian Government

BSBPMG539 Manage project governance

Release: 1

BSBPMG539 Manage project governance

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 establish and implement project governance. It involves identifying, applying, monitoring and reviewing project governance.

It 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. Identify project governance structure	1.1 Identify project scope, timeline, resources and budget 1.2 Identify stakeholders required for project governance and decision-making 1.3 Assign governance roles and responsibilities to relevant stakeholders and establish delegated authorities 1.4 Develop and communicate governance plan to relevant stakeholders
2. Develop relevant documents and apply project governance	2.1 Create a decision-making framework 2.2 Provide information on governance planning to team 2.3 Identify potential risks and develop risk management plan 2.4 Plan for any change and establish change management processes

ELEMENT	PERFORMANCE CRITERIA
	2.5 Develop processes to manage budget and resources 2.6 Develop relevant documents related to communication, conflict management and stakeholder management 2.7 Seek approval from relevant stakeholders on all project documentation
3. Monitor project governance	3.1 Develop knowledge management systems to capture progress, insights and experiences 3.2 Track progress against established timeline and budget and confirm deadlines are being met 3.3 Communicate to organisation and project authorities on performance and issues arising from governance arrangements
4. Review project governance	4.1 Analyse and review project governance impact on achieving project objectives 4.2 Seek feedback from relevant stakeholders on project governance 4.3 Document lessons learned, identified improvements and recommendations to assist 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	Evaluates and critiques ideas and information from a range of sources and determines how content may be applied according to organisational requirements
Writing	Develops plans, reports and recommendations using vocabulary, structure and conventions appropriate to text
Oral Communication	- Participates in a range of verbal exchanges using clear and detailed language to provide relevant information - Uses active listening and questioning to confirm understanding
Self-management	- Recognises and responds to explicit and implicit organisational procedures and protocols - Takes responsibility for high-impact decisions in complex situations
Teamwork	- Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to seek or share information - Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction and agreement

SKILL	DESCRIPTION
Problem-solving	• Manages conflict in workplace through recognising contributing factors and implementing resolution strategies • Recognises and addresses complex problems involving multiple variables
Planning and organising	• Organises time and effort around priorities and results, focusing beyond immediate tasks to consider work performance of group • Uses experience to reflect on how variables impact decision outcomes, and to gain insights into effective decision-making in different contexts

Unit Mapping Information

Supersedes and is equivalent to BSBPMG520 Manage project governance.

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 BSBPMG539 Manage project governance

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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 governance on at least one occasion.

In the course of above, the candidate must:

- develop and implement a governance plan
- demonstrate effective team leadership
- monitor and evaluate project governance structure.

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:

- project scope, timeline, resources and budget
- escalation and issues management models
- frameworks for authority delegations
- organisation or industry governance models in context of the project
- project governance plans
- methods to moderate and solve conflicts in context of project management
- decision-making framework
- communication plan
- risk management plan
- conflict management strategies
- project management plan
- stakeholder management plan
- knowledge management systems.

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:

- examples of project governance documentation
- records of governance implementation in stakeholder and team activities.

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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