



Australian Government

BSBPMG540 Manage project integration

Release: 1

BSBPMG540 Manage project integration

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 integrate and balance overall project management functions and to align and track project objectives to comply with organisational goals, strategies and objectives.

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. Establish project	1.1 Identify, clarify and prepare project initiation documentation 1.2 Identify stakeholders with decision making authority on project 1.3 Establish client requirements and needs 1.4 Identify relationship between the project and broader organisational strategies and goals 1.5 Negotiate and document project objectives, outcomes and benefits 1.6 Establish project governance structure with stakeholders and project authority 1.7 Prepare and submit project charter for approval by relevant authorities

ELEMENT	PERFORMANCE CRITERIA
2. Undertake project planning and design processes	2.1 Establish project objectives 2.2 Identify project stages and key requirements for stage completion against client requirements and project objectives 2.3 Analyse project management functions to identify interdependencies and impacts of constraints 2.4 Develop a project management plan that integrates all project-management functions with associated plans and baselines 2.5 Establish tools to monitor and control planned activity 2.6 Negotiate approval of project plan with relevant stakeholders and project authority
3. Monitor project	3.1 Implement and monitor project according to project scope, time and budget 3.2 Resolve conflicts affecting attainment of project objectives with relevant stakeholders 3.3 Confirm project records are updated against project deliverables at required intervals 3.4 Analyse and submit status reports on project progress and identify issues with relevant stakeholders and project authorities 3.5 Analyse and submit impact analysis of change requests for approval 3.6 Maintain relevant project logs and registers for project audit
4. Review project	4.1 Identify and allocate project finalisation activities 4.2 Confirm project products and associated documentation are prepared for handover to client in a timely manner 4.3 Finalise financial, legal and contractual obligations 4.4 Seek feedback from relevant stakeholder and project authorities on project implementation, management and integration 4.5 Document feedback received to improve 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	Applies appropriate strategies to construct meaning from complex texts
Writing	Develops and maintains project documentation using formats and language appropriate to context

SKILL	DESCRIPTION
Oral Communication	• Participates in verbal exchanges using clear and detailed language to provide and seek information • Uses active listening and questioning to confirm understanding
Numeracy	• Uses a wide range of mainly formal and some informal, oral and written mathematical language and representation to communicate mathematically
Self-management	• Complies with organisational requirements
Teamwork	• Selects and uses appropriate communication practices to seek or share information with stakeholders • Collaborates with others to achieve joint outcomes by playing an active role in facilitating effective group interaction and negotiating outcomes
Planning and organising	• Organises time and effort around priorities and results • Sequences and schedules complex activities, monitors implementation and manages relevant communication • Identifies outcomes to contribute to future projects

Unit Mapping Information

Supersedes and is equivalent to BSBPMG521 Manage project integration.

Supersedes but is not equivalent to BSBPMG601 Direct the integration of projects.

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 BSBPMG540 Manage project integration

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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:

- implement and manage project integration on at least three occasions.

In the course of above, the candidate must:

- work closely with others to integrate all project management functions across a project life cycle according to organisational objectives
- negotiate with internal and external stakeholders
- create accurate project management documentation
- make suggestions for improvements to managing project integration in the future
- maintain established links to align project objectives with organisational objectives.

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 governance models and structure
- project initiation documentation
- tools to monitor and control planned activity
- range of methodologies to break project objectives into achievable project deliverables
- role of project life cycle stages, phases and structures relevant to industry and project context
- impact analysis methodologies
- key aspects of change requests
- organisational documentation for recording strategies and goals for integration processes
- project management plan.

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 and resources relevant to performance evidence.

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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