



Australian Government

BSBPMG602 Direct the scope of a project program

Release: 1

BSBPMG602 Direct the scope of a project program

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to direct the scope of projects within a program, or multiple projects context. It covers management of project authorisations and defining, planning and managing the program scope.

It applies to individuals who are program managers, managing a suite of projects (a program).

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

Unit Sector

Management and Leadership – 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. Authorise projects	1.1 Analyse needs, in consultation with client and relevant stakeholders, to justify each project and to designate project managers 1.2 Conduct project selection and prioritisation within guidelines provided by, or under the direction of, a relevant (governance) authority 1.3 Make project authorisation recommendations to relevant authority as basis for future project management activities, and commitment of resources and effort
2. Define and plan program scope	2.1 Define projects' objectives, major deliverables and resource requirements at project and program level, and confirm with governance group or relevant authority

ELEMENT	PERFORMANCE CRITERIA
	2.2 Determine and agree measurable project outcomes and benefits to enable quantified evaluation of program performance 2.3 Develop, agree on, and communicate scope definition, scope management strategies, and plans 2.4 Align program scope to business requirements and organisational strategy
3. Manage program scope	3.1 Conduct regular program reviews to measure project performance and ensure stated program and business/strategic objectives are met 3.2 Establish and maintain a change management system to form basis of ongoing scope management 3.3 Conduct reviews of scope changes and take action to ensure project and program objectives are achieved or modified 3.4 Measure project outcomes against defined program scope and aligned strategic objectives 3.5 Communicate results of program outcomes to relevant authority 3.6 Pass on scope management lessons learnt to higher project authority for application in planning and implementation of later projects within the program

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.2, 2.4, 3.1	Interprets and critically analyses complex texts
Writing	1.3, 2.1, 3.2, 3.3, 3.5, 3.6	Develops a range of project related documents using appropriate format, vocabulary and structure
Oral Communication	1.1, 2.1, 2.3, 3.5	- Provides information using language and structure appropriate to audience - Uses listening and questioning skills to check and confirm understanding of needs
Numeracy	3.1, 3.4	Extracts and evaluates mathematical information embedded in tasks and texts

		• Selects from, and applies mathematical and problem-solving
Interact with others	1.1, 1.3, 2.1, 2.3, 3.5, 3.6	• Identifies and uses appropriate practices and protocols when communicating with project stakeholders • Collaborates with others to achieve joint outcomes, playing an active role in leading and facilitating effective group interaction
Get the work done	1.1, 1.2, 2.1-2.4, 3.1-3.4, 3.6	• Sequences and schedules complex activities, monitors implementation and manages relevant communication • Monitors actions against goals, adjusting plans and resources to cope with contingencies • Uses analytical processes to decide on a course of action, establishing criteria for deciding between options, and seeking input and advice from others before taking action, when necessary • Monitors outcomes of decisions, considering results from a range of perspectives, and identifying key concepts and principles that may be adaptable to future situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG602 Direct the scope of a project program	BSBPMG602A Direct the scope of a project program	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBPMG602 Direct the scope of a project program

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Performance Evidence

Evidence of the ability to:

- authorise a range of concurrent projects, including:
 - justifying projects and designating project managers through needs analysis
 - conducting project selection and prioritisation
 - making project-authorisation recommendations
- define and plan program scope, including:
 - defining and confirming project- and program-level objectives, major deliverables and resource requirements
 - determining and agreeing measurable outcomes and benefits to enable program performance evaluation
 - developing, agreeing on and communicating scope definition, scope management strategies and plans
 - aligning scope to business requirements and organisational strategy
- manage program scope, including:
 - conducting regular program reviews
 - establishing and maintaining a change management system
 - conducting reviews of scope changes
 - measuring project outcomes
 - communicating results of program outcomes
 - passing on scope management lessons learnt.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe a broad range of scope management plans, methodologies, techniques and tools
- outline project life cycle and significance of scope management
- identify typical challenges and issues encountered in project scope management and options for addressing these.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership – project management field of work and include access to:

- workplace documentation, including feedback from stakeholders, which reflects how scope was managed
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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