



Australian Government

BSBPMG603 Direct time management of a project program

Release: 1

BSBPMG603 Direct time management 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 time management across projects so that key deliverables meet project and program schedules.

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. Direct project schedule development	1.1 Determine from individual project plans the duration, effort, sequence and interdependencies of major activities and milestones to form the basis of the program schedule 1.2 Direct project managers, through use of time management methods, techniques and tools, preferred schedules, time management plans, resource allocation and financial requirements, to enable continuous updating and refining of the program schedule 1.3 Formalise and communicate project schedules to stakeholders, with agreement, as basis for planning, implementation and review of progress
2. Manage program schedules	2.1 Develop, implement and modify mechanisms to monitor, control, record and report actual progress in relation to agreed

ELEMENT	PERFORMANCE CRITERIA
	schedule and plans 2.2 Conduct ongoing analysis to identify and forecast variances and trends, and to develop responses, so projects meet their schedules 2.3 Manage durations of key activities and interdependencies between projects to enable financial and resource rationalisation across the program, to meet strategic expectations within the management/reporting period of the program 2.4 Review progress and refine schedules throughout the program life cycle to ensure consistency with changing scope, objectives and constraints related to time and resource availability 2.5 Ensure responses to perceived, potential or actual project schedule changes are authorised, to achieve program objectives
3. Analyse time management outcomes	3.1 Review and analyse multiple project and program outcomes from available records and information to determine effectiveness of the schedule and time-management processes 3.2 Pass on lessons learnt to higher project authority and provide feedback for application, 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	1.1	- Interprets and critically analyses complex texts - Applies appropriate strategies to construct meaning from complex texts
Writing	1.2, 1.3, 2.1, 2.4, 3.1, 3.2	Develops and refines a range of project related documents using appropriate format, vocabulary and structure
Oral Communication	1.3, 3.2	Presents information using language and features appropriate to the audience
Numeracy	1.1, 1.2, 2.1-2.3, 3.1	- Analyses and synthesises highly embedded mathematical information - Selects from, and flexibly applies, a range of

		mathematical and problem-solving strategies and techniques
Navigate the world of work	2.5	Recognises and responds to both explicit and implicit protocols within familiar work contexts and appreciates importance of identifying and responding to protocols in new situations
Interact with others	1.2, 1.3, 3.2	Plays a lead role in situations requiring effective collaboration, demonstrating high-level influencing skills and ability to engage and motivate others
Get the work done	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1	- Analyses a range of complex variables to decide on appropriate project schedule - Develops plans for complex activities that contribute to overall project goals and involve multiple stakeholders - Regularly reviews progress during implementation, identifying and addressing issues and reallocating resources - Applies problem-solving processes to analyse and address time-management issues - 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
BSBPMG603 Direct time management of a project program	BSBPMG603A Direct time management 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 BSBPMG603 Direct time management of a project program

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Performance Evidence

Evidence of the ability to:

- direct project schedule development, including:
 - determining details from individual project plans to base the program schedule on
 - directing project managers, to enable continuous updating and refinement of the program schedule
 - formalising and communicating project schedules to stakeholders as basis for planning, implementation and progress review
- manage program schedules, including:
 - developing, implementing and modifying mechanisms to monitor, control, record and report progress
 - conducting ongoing analysis so projects meet schedules
 - managing durations of key activities and interdependencies between projects
 - reviewing progress and refining schedules throughout the program life cycle
 - ensuring responses to project schedule changes are authorised
- analyse time management outcomes, including:
 - reviewing and analysing multiple project and program outcomes
 - passing on 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:

- explain the relationship between time, cost and resources, and the project management framework
- explain time management and estimating

- describe time management methodologies, techniques and tools, their capabilities, limitations, applicability and outcomes.

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 project team and stakeholders, which reflects how time was managed.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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