



Australian Government

BSBPMG612 Implement program governance

Release: 1

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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 implement governance requirements to ensure effective program management. It includes the performance criteria required to demonstrate competency in implementing systems and processes for decision-making, management systems, compliance and support.

A program is defined as a set of interrelated projects, each of which has a project manager. 'Multiple projects', or 'a program of projects', refers to a number of related projects managed by the same person as a program to achieve organisational objective/s.

It applies to individuals who are program managers and those managing a suite of projects (a program). They operate within assigned authority levels, are responsible for their own performance and sometimes the performance of others.

Individuals in this role may be operating within an organisation, a business or working as a consultant.

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. Facilitate effective decision making	1.1 Negotiate clear roles and responsibilities within the program and make available to all relevant stakeholders 1.2 Allocate unambiguous financial and resource authorities and confirm with relevant parties

ELEMENT	PERFORMANCE CRITERIA
	1.3 Document decisions relevant to the program objectives 1.4 Make valid and reliable decisions regarding complex priorities and competing demands using repeatable methods
2. Implement systems and methods	2.1 Align suitable systems and processes to meet program objectives 2.2 Implement effective management control systems to monitor program progress 2.3 Generate audit and configuration information and maintain documented integrity 2.4 Establish process efficiency and support it with suitable program policy
3. Ensure program compliance	3.1 Identify both organisation and external compliance requirements relevant to the program 3.2 Establish audit records data collections and ensure records are securely maintained 3.3 Report on compliance within regular interval to relevant authorities 3.4 Identify and implement actions to rectify non-compliant behaviours, processes and products
4. Enable program support services	4.1 Identify management and governance support needs for the program 4.2 Establish skill development support systems for program personnel to meet program needs 4.3 Implement program knowledge management to support current and future organisation requirements for program development

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	1.3, 2.1, 2.3, 4.1	Identifies, analyses and interprets information in organisational and project documentation

Writing	1.2, 1.3, 2.1, 2.3, 2.4, 3.2, 3.3, 4.1	Develops a range of project related documents using appropriate format, vocabulary and structure
Oral Communication	1.1, 1.2	- Participates in verbal exchanges using language and features appropriate to audience - Uses active listening and questioning techniques to confirm understanding
Navigate the world of work	3.1, 4.1	Understands and adheres to organisational policies and external compliance requirements
Interact with others	1.1, 1.2	Selects and uses appropriate practices when communicating with relevant stakeholders to seek or share information
Get the work done	1.4, 2.2, 2.4, 3.2, 3.4, 4.1, 4.2, 4.3	- Plans, organises and implements systems and processes to support overall program objectives - Uses systematic, analytical processes to gather and evaluate the information needed to make decisions - Generates, manages and maintains records securely and in required format

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG612 Implement program governance	Not applicable	New unit	No 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 BSBPMG612 Implement program governance

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Performance Evidence

Evidence of the ability to:

- document program role and responsibilities
- determine finance and resource authorities
- compare decision making processes and outcomes against program objectives
- identify alternative program management systems
- design a program records and configuration system
- compare types of effective program policy
- identify ways to support program implementation.

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 the use and purpose of program controls
- list audit and/or compliance requirements for a program
- outline a plan to rectify program compliance problems
- explain the use of decision making processes in the program context
- describe a team skills support approach for a program.

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 relevant to program governance

- feedback from stakeholders, which reflects how program governance was implemented for a program.

Assessors must satisfy NVR/AQTF assessor requirements.

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