



Australian Government

BSBPMG622 Implement program governance

Release: 1

BSBPMG622 Implement program governance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to establish and 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 for programs.

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 and accountability	1.1 Negotiate and communicate clear roles and responsibilities within the program and make available to all relevant stakeholders 1.2 Confirm and agree decision making roles with stakeholders 1.3 Document decisions and accountabilities relevant to the

ELEMENT	PERFORMANCE CRITERIA
	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 Establish suitable systems and processes to meet program objectives 2.2 Implement effective management control systems to monitor program progress against organisational objectives 2.3 Generate audit documentation, presenting information and distributing reports to all pertinent stakeholders 2.4 Establish and monitor 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 and securely maintain audit records in accordance with relevant legislation 3.3 Report on compliance within regular intervals to relevant authorities and pertinent stakeholders 3.4 Identify and implement actions to rectify non-compliant behaviours, processes and products
4. Enable program support services	4.1 Identify management and internal personnel support needs for the program 4.2 Evaluate and establish appropriate systems to support management and personnel with implementation 4.2 Establish skill development support systems for program personnel to meet program needs 4.3 Implement program support protocols within an organisation in accordance with organisational policies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Identifies and interprets information from a range of sources

Writing	• Prepares and modifies agreements and plans using appropriate language and format
Oral Communication	• Participates in verbal exchanges using language and features appropriate to the audience • Uses active listening and questioning techniques to confirm understanding
Interact with others	• Uses interpersonal skills to negotiate agreements with diverse stakeholders • Invests time and energy in building and maintaining effective working relationships
Get the work done	• Plans, implements and monitors systems and activities required to implement program governance • Analyses and evaluates options to make decisions about possible governance issues • Evaluates outcomes to identify improvement opportunities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBPMG622 Implement program governance	BSBPMG612 Implement program governance	Updates to elements, performance criteria and assessment requirements	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 BSBPMG622 Implement program governance

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Performance Evidence

Evidence of the ability to:

- document program role and responsibilities
- 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

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key techniques for the use and purpose of program controls
- Key functions of audit and/or compliance requirements for a program
- Key plans to rectify program compliance problems
- Decision making processes in the program context
- Skill development support within 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

- case studies and, where possible, real situations in the workplace
- feedback from stakeholders, which reflects how program governance was implemented for a program.

Links

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