



Australian Government

BSBPMG630 Enable program execution

Release: 1

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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 establish parameters and enable a program to be undertaken effectively. It includes establishing both what the program will accomplish and how it will do so.

The unit 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 own performance and sometimes the performance of others.

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

No licensing, legislative 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. Envision the desired future state	1.1 Identify program procurements, scope, timeline, budget, client expectations and organisational goals 1.2 Define and agree on description of the desired future state with pertinent stakeholders 1.3 Identify and explore with relevant stakeholders gaps between current state and desired future state 1.4 Identify and evaluate internal and external factors and issues likely to cause changes to the desired future state 1.5 Agree on desired future state and confirm alignment with expected benefits

ELEMENT	PERFORMANCE CRITERIA
2. Shape and sustain the program execution approach	2.1 Identify program execution approach 2.2 Identify, monitor and evaluate internal and external factors and issues likely to cause changes to program execution approach 2.3 Review and make changes to program execution approach and confirm alignment with expected benefits 2.4 Communicate with relevant stakeholders changes required to transition from current state to future state and agree approach
3. Establish program governance	3.1 Prepare and seek approval from relevant stakeholders on business case for desired future state and program execution approach 3.2 Identify and develop program management structure 3.3 Identify and create policies, processes, and procedures for supporting management of program 3.4 Develop a knowledge management system to capture progress, insights, experiences and learnings
4. Review program execution	4.1 Finalise financial, legal and contractual obligations 4.2 Seek feedback from relevant stakeholders on management of project governance and established approaches 4.3 Document feedback received and identify improvements for 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 refines a range of program related documents using appropriate format, vocabulary and structure
Oral Communication	- Participates in a range of verbal exchanges using clear and detailed language to provide relevant information - Uses active listening and questioning techniques to confirm understanding
Self-management	Develop organisational policies and procedures
Teamwork	- Selects and uses appropriate conventions and protocols when communicating with relevant stakeholders to seek or share information - Negotiates agreement with diverse stakeholders

SKILL	DESCRIPTION
Planning and organising	• Develops flexible plans for complex, high impact activities with strategic implications that involve a diverse range of stakeholders with potentially competing demands • Sequences and schedules complex activities, monitors implementation and manages program execution

Unit Mapping Information

Supersedes and is equivalent to BSBPMG610 Enable program execution.

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 BSBPMG630 Enable program execution

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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:

- enable program execution on at least one occasion.

In the course of above, the candidate must:

- use advanced writing skills to document business case and other planning documents
- conceptualise, clarify and document future state descriptions
- monitor and evaluate processes and changed circumstances
- negotiate vision and detail requirements with stakeholders
- develop and document a program execution strategy, governance model and business case.

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:

- methods used to construct future state scenarios
- internal and external factors and issues likely to cause changes to:
 - desired future state
 - program execution approach
 - business case
- business case development processes, documentation and presentation
- program execution approaches
- program governance models
- knowledge management system
- financial, legal and contractual obligations.

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:

- examples of program documentation
- feedback from stakeholders, which reflects how program execution was managed for a program.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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