



Australian Government

BSBPMG631 Manage program delivery

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 manage program delivery. It ensures that the program is moving toward the accomplishment of its vision and the attainment of its expected benefits.

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 their own performance and sometimes the performance of others.

Individuals in this role may be operating within an organisation, a 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. Resource and fund the program	1.1 Determine, negotiate, document and communicate program resource requirements with key stakeholders 1.2 Identify and communicate funding requirements with relevant stakeholders 1.3 Identify and address funding issues and satisfy funding agent requirements
2. Monitor program progress	2.1 Establish monitoring and control systems and support delivery of desired outcomes 2.2 Report performance of constituent projects and other program

ELEMENT	PERFORMANCE CRITERIA
	elements to key stakeholders 2.3 Evaluate internal and external program contexts to identified improvement needs and opportunities 2.4 Identify, evaluate and document actual and potential changes 2.5 Communicate with relevant stakeholders and implement approved changes
3. Address legal and regulatory requirements	3.1 Identify, document and communicate relevant legal and regulatory requirements to key stakeholders 3.2 Identify and address potential and actual conflicts caused by legal and regulatory requirements 3.3 Implement compliance policies, processes, and procedures 3.4 Monitor breaches and conflicts according to legal and regulatory requirements
4. Manage program risks	4.1 Identify program risks in consultation with relevant stakeholders 4.2 Document and communicate to relevant stakeholders, risk management approach for the program and its constituent projects 4.3 Analyse, prioritise and implement risk responses 4.4 Monitor internal and external program contexts for circumstances that may affect program risks

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	- Records results of negotiations clearly and accurately - Creates and updates program documentation using organisational formats and appropriate vocabulary
Oral Communication	- Participates in a range of verbal exchanges using language and features appropriate to audience - Uses active listening and questioning techniques to confirm understanding
Numeracy	Makes basic mathematical calculations to determine program funding and resource requirements

SKILL	DESCRIPTION
Self-management	Monitors adherence to both explicit and implicit organisational policies and protocols and legislative or regulatory requirements
Teamwork	- Selects and uses appropriate conventions and protocols to communicate with relevant stakeholders to share information - Collaborates with others to achieve required outcomes, playing a leading role in facilitating effective interaction, influencing direction and negotiating agreement
Planning and organising	- Develops flexible plans for complex, high impact activities with strategic implications that involve diverse stakeholders - Sequences and schedules complex activities, monitors implementation and manages program evaluation - Makes critical and non-critical decisions in relatively complex situations, taking a range of factors into account

Unit Mapping Information

Supersedes and is equivalent to BSBPMG615 Manage program delivery.

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 BSBPMG631 Manage program delivery

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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:

- manage program delivery on at least one occasion.

In the course of above, the candidate must:

- conduct negotiations to resource and fund the program
- use software and data analysis methods to structure program data
- prepare a program risk management plan.

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:

- evaluation and moderation methods
- relevant legislation and regulation
- resource types, characteristics and supply
- funding requirements
- monitoring and control systems
- compliance policies, processes, and procedures
- legal and regulatory requirements relating to monitoring breaches and conflicts
- program funding models
- risk management standards and methodology.

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:

- access to workplace documentation for the management of program delivery

- feedback from stakeholders, which reflects on how a program was delivered.

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

Links

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