



Australian Government

BSBPMG635 Implement program governance

Release: 1

BSBPMG635 Implement program governance

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 and implement governance requirements to ensure effective program management. It includes implementing systems and processes for decision-making, management systems, compliance and program support.

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 working 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. Facilitate effective decision making and accountability	1.1 Negotiate and communicate clear roles and responsibilities to all relevant stakeholders 1.2 Confirm decision making roles with stakeholders 1.3 Document decisions and accountabilities for program objectives 1.4 Make decisions regarding complex priorities and competing demands using repeatable methods
2. Implement systems and methods	2.1 Establish systems and processes according to program objectives

ELEMENT	PERFORMANCE CRITERIA
	2.2 Implement management control systems for monitoring program progress against organisational objectives 2.3 Generate audit documentation, presenting information and distributing reports to key stakeholders 2.4 Establish and monitor process efficiency 2.5 Support process with relevant 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 according to legislative requirements 3.3 Report on compliance to relevant authorities and key 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 for supporting implementation 4.3 Establish skill development support systems for program personnel to meet program needs 4.4 Implement program support protocols within an organisation according to 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
Teamwork	- Uses interpersonal skills to negotiate agreements with diverse stakeholders - Invests time and energy in building and maintaining effective working

SKILL	DESCRIPTION
	relationships
Planning and organising	- 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

Supersedes and is equivalent to BSBPMG622 Implement program governance.

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 BSBPMG635 Implement program governance

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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:

- implement program governance on at least one occasion.

In the course of the above, the candidate must:

- 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.

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:

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

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:

- workplace documentation and resources relevant to program governance
- feedback from stakeholders, which reflects how program governance was implemented for a program.

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

Links

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