



Australian Government

Assessment Requirements for BSBPMG801 Prioritise projects and programs

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.

Performance Evidence

Evidence of the ability to:

- develop a program and project register that demonstrates links with organisational objectives or is categorised based on the organisation's schema integrate strategic plans listing aligned projects and programs
- apply auditing methodologies and outputs for establishing project and program status
- negotiate and document minutes of meetings demonstrating agreement to portfolio evaluation criteria
- prepare a portfolio charter
- apply the organisational prioritisation model for projects and programs
- map and provide solutions for dependency between projects and programs.

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:

- explain how information on projects and programs are captured and collated
- explain how each respective project and program is assigned a priority and category
- identify the level of detail captured on each project and program and explain how it is recorded and managed
- define the steps in an organisational prioritisation method
- explain how the projects and programs are reviewed and the decision making process used to determine their alignment to various strategic themes
- provide examples of how internal and external environmental factors are taken into account.

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
- feedback from stakeholders, which reflects how prioritisation was managed for a portfolio.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>