



**Australian Government**

# **BSBPMG801 Prioritise projects and programs**

**Release: 1**

## BSBPMG801 Prioritise projects and programs

### Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

### Application

This unit describes the skills and knowledge required to prioritise projects and programs within a portfolio. It covers the identification, strategic alignment and setting of priorities at the portfolio level.

A portfolio is the centralised management of one or more portfolios of projects, which includes identifying, prioritising, authorising, managing and controlling projects, programs and other related work, to achieve specific strategic business objectives.

It applies to individuals who operate at the strategic level within the organisation. Unlike projects or programs, a portfolio does not have a finite life, instead it is a continuous process and requires regular tending to ensure the portfolio remains in balance and is consistent with the organisation's strategic objectives.

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. Identify projects and programs                | 1.1 Undertake a regular census to identify and capture all ideas, proposed, planned, active or inactive projects and programs in the organisation, the project sponsor and their project approval status<br>1.2 Capture macro-level project and program information for every project and program within the project portfolio<br>1.3 Implement ongoing identification and capture of project and program information using formalised tools and processes that are |

| ELEMENT                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | agreed to with executive management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2. Undertake strategic alignment | <p>2.1 Align and objectively score projects and programs against organisational strategic objectives</p> <p>2.2 Identify and assess key drivers, internal and external sources of impact for projects and programs within the portfolio</p> <p>2.3 Assess projects and programs to determine the degree of alignment with, and contribution to, one or more strategic objective</p> <p>2.4 Highlight and flag projects and programs that do not align to one or more strategic objective for further analysis</p> <p>2.5 Categorise projects and programs according to each strategic objective</p> |
| 3. Apply prioritisation          | <p>3.1 Identify, document and review organisational prioritisation methods to reflect changing organisational priorities</p> <p>3.2 Agree on prioritisation criteria for project portfolio assessment with executive stakeholders</p> <p>3.3 Prioritise projects and programs based on their alignment</p>                                                                                                                                                                                                                                                                                          |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill              | Performance Criteria                                  | Description                                                                                                                                                                                                                                                       |
|--------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading            | 1.1, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3           | <ul style="list-style-type: none"> <li>Applies appropriate strategies to construct meaning from complex texts</li> </ul>                                                                                                                                          |
| Writing            | 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3 | <ul style="list-style-type: none"> <li>Documents results of census using required organisational formats</li> <li>Develops and documents analysis of project prioritisation using appropriate organisational formats and project management vocabulary</li> </ul> |
| Oral Communication | 1.1, 1.3, 3.2                                         | <ul style="list-style-type: none"> <li>Participates in discussions using language and features appropriate to the audience</li> <li>Uses active listening and questioning techniques to confirm understanding</li> </ul>                                          |
| Navigate the       | 2.1, 2.2, 2.3, 2.4,                                   | <ul style="list-style-type: none"> <li>Understands how own role contributes to the broader</li> </ul>                                                                                                                                                             |

|                      |                                        |                                                                                                                                                                                                                                                                                                                  |
|----------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| world of work        | 2.5, 3.1                               | goals of the organisation, and uses this to inform planning                                                                                                                                                                                                                                                      |
| Interact with others | 1.1, 1.3, 3.2                          | <ul style="list-style-type: none"><li>Plays a lead role in situations requiring effective collaboration and high-level negotiation skills</li></ul>                                                                                                                                                              |
| Get the work done    | 1.1, 1.2, 1.3, 2.1, 2.4, 2.5, 3.1, 3.3 | <ul style="list-style-type: none"><li>Sequences and schedules complex activities with an understanding of how they contribute to broader organisational goals</li><li>Systematically gathers and analyses all relevant information and evaluates options to inform decisions about strategic alignment</li></ul> |

## Unit Mapping Information

| Code and title<br>current version                | Code and title<br>previous version | Comments | Equivalence status |
|--------------------------------------------------|------------------------------------|----------|--------------------|
| BSBPMG801<br>Prioritise projects<br>and programs | Not applicable                     | New unit | No 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 BSBPMG801 Prioritise projects and programs

## Modification History

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## 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.

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