



Australian Government

BSBPMG810 Prioritise projects and programs

Release: 1

BSBPMG810 Prioritise projects and programs

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 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.

The unit 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 strategic objectives of the organisation.

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. Identify projects and programs	1.1 Identify proposed, planned, active or inactive projects and programs in the organisation 1.2 Identify project sponsor and project approval status of all identified projects 1.3 Capture macro-level project and program information for every project and program within the project portfolio 1.4 Implement ongoing identification and capture of project and

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

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 documents analysis of project prioritisation using appropriate organisational formats and project management vocabulary
Oral Communication	- Participates in discussions using language and features appropriate to the audience - Uses active listening and questioning techniques to confirm understanding
Initiative and enterprise	Identifies how own role contributes to the broader goals of the organisation, and uses this to inform planning
Teamwork	Plays a lead role in situations requiring effective collaboration and high-level negotiation skills
Planning and organising	- Sequences and schedules complex activities with an understanding of how they contribute to broader organisational goals - Systematically gathers and analyses all relevant information and evaluates options to inform decisions about strategic alignment

Unit Mapping Information

Supersedes and is equivalent to BSBPMG801 Prioritise projects and programs.

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 BSBPMG810 Prioritise projects and programs

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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:

- for at least one portfolio of work, identify programs, undertake strategic alignment of projects to organisational objectives, and prioritise projects.

In the course of the above, the candidate must:

- develop a program and project register
- 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.

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:

- formalised tools and processes to capture and collate information
- project and program priorities and categories
- level of detail captured on each project and program and methods to record and manage
- steps in an organisational prioritisation method
- review and decision-making processes used to determine the alignment of projects and programs to various strategic themes
- examples of how internal and external environmental factors are considered in projects and programs.

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

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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