# BSB51413 Diploma of Project Management

**Release: 2**

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## Modification History

| Release | Comments |
|---------|----------|
| Release 2 | This version released with *BSB07 Business Services Training Package v9.0*. Version created to correct metadata. Content of qualification has not altered. |
| Release 1 | This version first released with *BSB07 Business Services Training Package Version 8.0*. |

## Description

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

### Job roles

- Project manager (generic)
- Project manager (industry specific)
- Project leader
- Project team leader
- Project contract manager
- Project vendor manager.

# Pathways Information

**Pathways into the qualification**

Preferred pathways for candidates considering this qualification include:

- BSB41513 Certificate IV in Project Management Practice

OR

- with extensive vocational experience in project roles where they may have had some limited responsibility for the output of others but do not have a formal project management qualification.

**Pathways from the qualification**

After achieving this qualification candidates may undertake:

- other qualifications at Advanced Diploma level or above in project management.

**Note**: This qualification and specific units of competency may satisfy some requirements for national and international industry/professional certification. Persons seeking certification should check the requirements with certifying bodies.

# Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

# Entry Requirements

There are no entry requirements for this qualification.

# Employability Skills Summary

*The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.*

| Employability skill | Industry/enterprise requirements for this qualification include: |
| --- | --- |
| Communication | • consulting with stakeholders and others on developing a range of project management related plans<br>• negotiating contracts and solutions to new and emerging issues<br>• producing a wide range of reports and charts to document project progress, milestones and outcomes |
| Teamwork | • defining performance measures and managing the work of others through positive leadership<br>• delegating roles and responsibilities to team for the implementation of project plans |
| Problem-solving | • analysing data and evaluating the effectiveness of systems<br>• calculating resource requirements and acquiring them<br>• designing control mechanisms and evaluating procedures<br>• implementing continuous improvement processes as required<br>• performing cost-benefit analyses and budgeting<br>• assessing and managing risk<br>• solving complex and non-routine difficulties<br>• tracking and monitoring projects<br>• using a variety of problem-solving and decision-making strategies |
| Initiative and enterprise | • responding to new and changing circumstances to ensure project outcomes remain achievable<br>• reviewing processes to inform future activity |
| Planning and organising | • developing a quality-assurance process and applying appropriate techniques and tools<br>• planning and managing projects in respect to time, cost, quality and resource management<br>• undertaking contingency planning and integrating all project processes |
| Self-management | • managing own time and priorities and dealing with contingencies<br>• taking responsibility as required by work role and ensuring all organisational policies and procedures are followed<br>• using discretion and judgement required within complex environments<br>• using judgement in planning and selecting resources for self and others |

| Employability skill | Industry/enterprise requirements for this qualification include: |
|---|---|
| Learning | • providing learning and development opportunities for the project team<br>• counselling staff as required on skill-development requirements |
| Technology | • using electronic communication devices and processes, such as internet, intranet and email to produce written correspondence and reports<br>• using project management specific software, including time-analysis and risk-analysis tools<br>• using technology to assist the management of information and the planning process |

# Packaging Rules

**Total number of units = 12**
**8 core units** *plus*
**4 elective units** which may be from Group A, B or any endorsed Training Package or accredited course at Diploma level or higher.

Elective units chosen must be relevant to the work and industry context for project management. They must not include the choice of the unit BSBPMG522A Undertake project work.

## Core units

BSBPMG511A Manage project scope
BSBPMG512A Manage project time
BSBPMG513A Manage project quality
BSBPMG514A Manage project cost
BSBPMG515A Manage project human resources
BSBPMG516A Manage project information and communication
BSBPMG517A Manage project risk
BSBPMG521A Manage project integration

## Elective units

## Group A

BSBPMG518A Manage project procurement
BSBPMG519A Manage project stakeholder engagement
BSBPMG520A Manage project governance

## Group B

BSBINM501A Manage an information or knowledge management system
BSBINN502A Build and sustain an innovative work environment
BSBMGT516C Facilitate continuous improvement
BSBSUS501A Develop workplace policy and procedures for sustainability
BSBWHS506A Contribute to developing, implementing and maintaining WHS management systems
BSBWOR501B Manage personal work priorities and professional development
BSBWOR502B Ensure team effectiveness
ICAICT511A Match IT needs with the strategic direction of the enterprise
ICAICT515A Verify client business requirements
MSS015002A Develop strategies for more sustainable use of resources
PSPETHC501B Promote the values and ethos of public service