



Australian Government

Department of Education, Employment and Workplace Relations

BSBADM407B Administer projects

Revision Number: 1

BSBADM407B Administer projects

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes performance outcomes, skills and knowledge required to perform the activities associated with the administrative aspects of a project, such as measurement, monitoring, reporting, and winding up the project on completion. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	The unit focuses on the administration requirements within any project undertaken under the supervision of an experienced project manager. The administrative skills are applied within the context of a project environment. The unit does not apply to project managers or specialist project managers. For specialist project managers, the units of competency in the Project Management competency field will be applicable.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan project administration	1.1. Identify and record the purpose, scope and objectives of projects 1.2. Develop project plans identifying project activities and key administrative milestones and timelines in accordance with the requirements of the project brief / contract and in consultation with stakeholders 1.3. Identify and address factors that affect timeframes in project planning to ensure timeframes are realistic and achievable 1.4. Link project budgets to key outcomes within projects and incorporate reporting mechanisms to ensure payments are made / received as outcomes are achieved 1.5. Identify monitoring and reporting arrangements for project activities and budgets within project plans in accordance with organisational, statutory and auditing requirements
2. Coordinate project administration	2.1. Allocate and monitor tasks and resources in accordance with project requirements 2.2. Detail project expenditure in financial control systems, and monitor against project budgets in accordance with project plan 2.3. Monitor project timeframes and milestones and report to designated person/s in accordance with organisational requirements 2.4. Maintain project records in accordance with project and organisational requirements
3. Finalise and review project administration	3.1. Identify and complete procedures for winding up projects in accordance with statutory, organisational and auditing requirements 3.2. Review project administration against project plan and measure and report outcomes in accordance with organisational and task requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- literacy skills to interpret organisation's goals for the project; write clear and detailed instructions organised sequentially; and identify administrative activities of project
- communication skills to consult with project members; listen and respond constructively; listen to a range of material and process information in a systematic way, including evaluative comments on how these ideas may be applied to a group; and define and monitor objectives of the project group
- problem-solving skills to propose solutions from a range of possible solutions
- research skills to select categories by which to organise information and assess information for relevance, accuracy and completeness
- numeracy skills to forecast and predict timelines; interpret, compare and calculate with money; and use estimation to check calculations and outcomes
- ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities.

Required knowledge

- relevant legislation from all levels of government that may affect aspects of business operations, such as:
 - anti-discrimination legislation
 - ethical principles
 - codes of practice
 - privacy laws
 - environmental issues
 - OHS
- organisational policies and procedures
- organisational structure, and lines of authority and communication within the organisation
- planning tools
- budgeting strategies for projects
- techniques for project planning and setting milestones.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- integrated demonstration of all elements of competency and their performance criteria
- construction of charts; use of project planning tools to assist with project monitoring
- monitoring of timelines, milestones and budgets.

Context of and specific resources for assessment

Assessment must ensure access to:

- workplace project documentation
- relevant enterprise policies and procedures.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- observation of presentations
- oral or written questioning to assess knowledge
- review of project administrative arrangements within project plans
- evaluation of project monitoring processes and reports
- evaluation of the outcomes of the administrative processes applied within several projects.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- other general administration units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Projects</i> may include:	• internal (eg newsletter) • external (eg contracted by external client) • small • large • complex (eg feasibility study)
<i>Project activities</i> may include:	• coordinating staff • ensuring tasks are carried out • communicating advice/information to team • meetings, including preparation of minutes, papers and reports • preparing project plan • preparing project documentation • monitoring financial arrangements • processing invoices • monitoring timelines • monitoring progress
<i>Key administrative milestones</i> may relate to:	• contract requirements • developing a work plan • use of project planning software • timelines • progress reports • achievement of key tasks/project phases • measurement / achievement of set outcomes • completion of tasks • completion of contract phases/requirements
<i>Requirements of the project brief / contract</i> may include:	• project scope • performance standards • agreed timelines • goals and objectives • names of parties bound by contract • payment issues • project description

RANGE STATEMENT	
	• completion requirements • timelines • staffing • ownership of materials • indemnity and insurance
<i>Monitoring and reporting arrangements</i> may include:	• team reports • project control chart • control point chart • milestone chart • budget control chart
<i>Allocating tasks and resources</i> may include:	• identifying tasks to be completed in order to achieve project outcomes • prioritising and scheduling tasks • breaking tasks into sub-tasks • arranging tasks into groups • facilitating team involvement in task allocation • assisting to identify team skills and skills gaps • allocating responsibility • assessing workloads • matching skills to tasks • delegating tasks • budget constraints • necessary documents and reference material • identifying resources required
<i>Expenditure</i> may include:	• budget considerations • allocated costs • capital expenditure • labour costs • cost of materials and supplies • overhead costs • sub-contractor costs
<i>Monitored timeframes and milestones</i> may include and/or require:	• project progress • performance • communication with team members • coordination of team meetings • feedback sessions • solving problems/issues • facilitating change to project plan
<i>Procedures for winding up</i>	• 'signing off' on project completion/delivery of project outcomes

RANGE STATEMENT	
<i>projects</i> may include:	• evaluation and review of actual costs compared to budgeted costs • auditing • formal reporting
<i>Measured outcomes</i> may include:	• project objectives • project outcomes • benchmarks • standards • key performance indicators • project monitoring process • achievement of timelines • costs

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Administration - General Administration
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Co-requisite units

Co-requisite units		