



Australian Government

MEM30020 Develop and manage a plan for a simple manufacturing related project

Release: 1

MEM30020 Develop and manage a plan for a simple manufacturing related project

Modification History

Release 1. Supersedes and is equivalent to MEM30020A Develop and manage a plan for a simple manufacturing related project.

Application

This unit of competency defines the skills and knowledge required to develop and manage manufacturing-related projects that are low risk, small scale and can be managed by one person under supervision.

It includes the application of project management tools such as critical path methods (CPM), bar and Gantt charts, work breakdown structures, program evaluation and review technique (PERT). Work may involve the use of project management software packages and either electronic or manual recording systems.

The unit applies to engineering or related activities and is suitable for people giving technical support in manufacturing or engineering operations and those pursuing technical qualifications and careers at paraprofessional or technician level. All work is carried out under supervision.

When skills in the development of production schedules are required, unit MEM30021 Prepare a simple production schedule should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Engineering technician

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Select appropriate project management tools and develop	1.1 Follow standard operating procedures (SOPs) and comply with work health and safety (WHS) requirements at all times 1.2 Use project management tools to develop a plan for a simple

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
project plan	manufacturing-related project with a schedule of activities to meet project outcomes 1.3 Refer plan to a supervisor for approval
2. Implement planned activities	2.1 Select appropriate project management tools and develop project plan 2.2 Communicate with all affected personnel regarding project implementation 2.3 Organise supply and/or allocation of required resources including materials and equipment 2.4 Report project progress in relation to agreed milestones to provide a measure of performance throughout the life of the plan 2.5 Discuss progress in consultation with other staff and contractors to ensure effective outcomes
3. Review project plan and schedule	3.1 Monitor project outcomes, performance standards and project objectives, analyse against specifications and report results 3.2 Discuss and resolve variations in keeping to plan with supervisors

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Project management tools include one or more of the following:	- critical path method (CPM) - bar and Gantt charts - work breakdown structures - program evaluation and review technique (PERT) - project management software packages
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	• recording systems - electronic and manual.
Project management plan includes	• project implementation plans • quality assurance targets • milestones • planning relating to time, cost and quality.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM30020A Develop and manage a plan for a simple manufacturing related project.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>

Assessment Requirements for MEM30020 Develop and manage a plan for a simple manufacturing related project

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- selecting appropriate project management tools
- developing a project plan on at least two occasions
- implementing planned activities on at least two occasions
- communicating with stakeholders
- monitoring and reviewing project plan and schedule.

Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- project management tools
- project life cycle and the relationship between project phases
- what constitutes a simple manufacturing project
- project planning and control procedures including resource management and risk management
- regulations and standards
- appropriate software
- Gantt charts
- critical path method (CPM)
- bar charts
- work breakdown structures
- program evaluation and review technique (PERT)
- quality assurance techniques
- availability of resources
- safe work practices and procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in developing and managing a plan for a simple manufacturing related project at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the Standards for Registered Training Organisations 2015 or its replacement and comply with the National Vocational Education and Training Regulator Act 2011, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Where possible, assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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