



Australian Government

Department of Education, Employment and Workplace Relations

PSPPM401B Design simple projects

Revision Number: 3

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Modification History

Release	TP Version	Comments
3	PSP12V1	Unit descriptor edited.
2	PSP04V4.2.	Layout adjusted. No changes to content.
1	PSP04V4.1	Primary release.

Unit Descriptor

This unit covers the planning and development of simple, generally low risk projects that may be small scale and managed by one person or by a person with a small team. It includes identifying project requirements, preparing a business case, preparing the project plan and establishing project infrastructure. Contract management requirements are not included as this aspect is addressed by units of competency within the Competency field of *Procurement and Contract Management*.

In practice, project planning and development overlaps with other generalist and specialist work activities such as applying government processes, using resources, developing work plans, gathering information.

This unit, and unit *PSPPM405A Administer simple projects*, are mutually exclusive. One or the other, but not both, may contribute to a qualification.

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

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements are the essential outcomes of the unit of competency. Together, performance criteria specify the requirements for competent performance. Text in ***bold italics*** is explained in the Range Statement following.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Identify project requirements

- 1.1 A rationale for the project is outlined that identifies the purpose, outcomes and likely benefits for the user/s.
- 1.2 **Stakeholders** are identified and their input is obtained at the planning stage to ensure the project proposal and its objectives are required and achievable.
- 1.3 The project environment is assessed and environmental issues are addressed in the project proposal.
- 1.4 **Project parameters** are determined and a project proposal is completed to organisational standards and within guidelines.
- 1.5 The project proposal is structured so it is compatible with organisational objectives and other organisational projects, and is designed in accordance with the organisation's **policies and procedures** and in consultation with **specialists** to meet user/client requirements.

2. Prepare business case

- 2.1 Research and analysis is undertaken to identify impacts and risks, **constraining factors** and alternate options.
- 2.2 Options and solutions are identified, advice is obtained and recommendations are made in accordance with the strategic direction of the organisation/work unit.
- 2.3 A **report** is prepared that demonstrates a business case for the project in accordance with organisational requirements.
- 2.4 **Approvals** for the project proposal are obtained in accordance with organisational policy and procedures.

3. Prepare project plan

- 3.1 **Project scope** is determined in terms of objectives, outcomes and project deliverables.
- 3.2 Specialists are consulted where necessary, to advise on potential risks, and **options to manage risks** are investigated and recorded in the **project plan**.
- 3.3 Each of the **parameters** identified in the proposal are addressed in the project plan in consultation with relevant parties and appropriate approvals are sought and recorded.
- 3.4 **Project management tools** are utilised for planning in accordance with project requirements.
- 3.5 Project outputs are determined that are measurable and achievable and indicators to monitor the performance of the project are developed, under guidance, and agreed by relevant parties in accordance with organisational policy and procedures.

4. Establish project infrastructure

- 4.1 An implementation strategy is developed in accordance with the project plan and organisational guidelines, and presented to stakeholders to gain project support.
- 4.2 Terms of reference and **project infrastructure** requirements for set-up and implementation of the project are clarified in the implementation strategy in accordance with the project plan.

ELEMENT**PERFORMANCE CRITERIA**

- 4.3 Resources are obtained to set up the project office, and roles and responsibilities are assigned to team members and stakeholders as agreed in the project plan.
- 4.4 Processes identified for monitoring, evaluating and reporting performance against project objectives are established in accordance with the project plan.

Required Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

Skill requirements

Look for evidence that confirms skills in:

- detailing requirements, writing recommendations and preparing plans requiring precision of expression
- negotiating timelines, roles and responsibilities with stakeholders or team members
- communicating with stakeholders or team members using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- using project management tools
- applying workplace safety procedures in line with project planning requirements
- accessing/preparing information electronically or in hard copy

Knowledge requirements

Look for evidence that confirms knowledge and understanding of:

- legislation, organisational policies and procedures that may impact on the project and management of the project, for example:
- public sector codes of ethics/conduct
- occupational health and safety and environment requirements
- quality standards
- risk management
- financial management
- procurement
- human resources
- equal employment opportunity, equity and diversity principles
- organisational project approval processes
- scheduling
- change management
- project planning methods for small scale or low risk projects
- project management tools to suit the projects planned
- principles relating to the planning phase of project management for small scale or low risk projects

Evidence Guide

The Evidence Guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the Unit descriptor, Performance Criteria, the Range Statement and the Assessment Guidelines for the Public Sector Training Package.

Units to be assessed together

- *Pre-requisite* units that must be achieved prior to this unit: *Nil*
- *Co-requisite* units that must be assessed with this unit: *Nil*
- *Co-assessed units* that may be assessed with this unit to increase the efficiency and realism of the assessment process include, but are not limited to:
 - PSPETHC401A Uphold and support the values and principles of public service
 - PSPGOV402B Deliver and monitor service to clients
 - PSPGOV403B Use resources to achieve work unit goals
 - PSPGOV405B Provide input to change processes
 - PSPGOV408A Value diversity
 - PSPGOV411A Deal with conflict
 - PSPGOV412A Use advanced workplace communication strategies
 - PSPGOV416A Monitor performance and provide feedback
 - PSPGOV422A Apply government processes
 - PSPLEGN401A Encourage compliance with legislation in the public sector
 - PSPOHS401B Implement workplace safety procedures and programs
 - PSPPROC409A Receive and select offers
 - PSPPROC410A Administer contracts
 - PSPPM402B Manage simple projects
 - PSPPM403B Close simple projects
- *Excluded units* that may not contribute to the same qualification as this unit:
 - PSPPM405A Administer simple projects

Overview of evidence requirements

In addition to integrated demonstration of the elements and their related performance criteria, look for evidence that confirms:

- the knowledge requirements of this unit
- the skill requirements of this unit
- application of the Employability Skills as they relate to this unit (see Employability Summaries in Qualifications Framework)

- design of simple projects in a range of (2 or more) contexts (or occasions, over time)

Resources required to carry out assessment

These resources include:

- legislation, guidelines, procedures and protocols relating to project management
- workplace project documentation
- scenarios and case studies
- documented information and/or examples of the assessee's personal work
- project management tools

Where and how to assess evidence

Valid assessment of this unit requires:

- a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when planning projects, including coping with difficulties, irregularities and breakdowns in routine
- design of simple projects in a range of (2 or more) contexts (or occasions, over time)

Assessment methods should reflect workplace demands, such as literacy, and the needs of particular groups, such as:

- people with disabilities
- people from culturally and linguistically diverse backgrounds
- Aboriginal and Torres Strait Islander people
- women
- young people
- older people
- people in rural and remote locations

Assessment methods suitable for valid and reliable assessment of this competency may include, but are not limited to, a combination of 2 or more of:

- case studies
- demonstration
- portfolios
- projects
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of

Evidence must be gathered over time in a range of contexts to

assessment

ensure the person can achieve the unit outcome and apply the competency in different situations or environments

Range Statement

The Range Statement provides information about the context in which the unit of competency is carried out. The variables cater for differences between States and Territories and the Commonwealth, and between organisations and workplaces. They allow for different work requirements, work practices and knowledge. The Range Statement also provides a focus for assessment. It relates to the unit as a whole. Text in ***bold italics*** in the Performance Criteria is explained here.

Stakeholders may include:

- project sponsor/funding bodies
- clients or customers (internal and external)
- industry
- other agencies
- general public
- relevant interest groups
- unions
- functional areas
- the organisation's senior management
- Ministers
- project team
- steering committee
- end user
- supplier/service provider

Project parameters include:

- project scope - outcomes, objectives, project deliverables
- feasibility
- skills required for project team
- people required for project including specialist expertise
- communications including reporting requirements
- risks associated with project including people, environment, resources, technology change during the life of the project, if applicable
- steering committee arrangements
- timeframe and milestones
- cost
- resources for project
- acquisition/procurement
- organisational structure for project
- project quality control and operational flexibility
- project governance structure
- monitoring through staged rollout
- project delivery requirements
- pilot outcomes

- intellectual property
- integration of project within organisation
- transition arrangements
- change management
- project evaluation

Policies and procedures may include:

- government legislation (Federal, State and Local) affecting organisation's administration such as:
 - public sector management acts
 - financial management and accounting legislation and regulations
 - privacy legislation
- government and organisational guidelines and procedures relating to:
 - project governance
 - resourcing
 - security
 - strategic plans
 - recruitment
 - risk management
 - procurement guidelines
 - designation approvals
 - industrial agreements

Specialists may include:

- legal
- technical
- financial
- other functional areas
- other relevant agencies
- logistics

Constraining factors may include:

- political
- industrial
- legislative
- technical
- financial
- resourcing
- social and cultural considerations
- cultural change management (internal)
- security/privacy
- environmental
- logistic support

Analysis report will contain:

- cost-benefit analysis

Approval may be required from:

- project sponsor/funding body
- business owner of the project
- program manager

- line manager
- project governance office/personnel in the organisation
- chief executive officer, manager or management representative
- customer or client

Project scope is defined by:

- objectives - aims/goals for doing the project
- outcomes - measurable benefit achieved from the utilisation of the outputs delivered by the project
- outputs/project deliverables - the services/products delivered by the project

Options to manage risks may include:

- acceptance
- avoidance
- minimisation
- transfer
- strategies
- flexibility
- empathy
- emotional intelligence

Project plan will include some or all of:

- acquisition strategies
- budget and financial management strategy
- contract management
- cost estimates
- evaluation criteria
- expected outcomes/measurable benefits of the project
- facilities
- inclusions and exclusions from project
- information/communication strategy
- intellectual property strategies
- milestones
- objectives
- outputs/project deliverables and their acceptance criteria
- people plan including human resource management and human resource development
- performance criteria/indicators
- project control mechanisms
- project implementation strategy
- project governance strategy
- purpose
- quality assurance
- quality control
- quality standards for project
- rationale
- required project resources
- resource management

Project parameters
include:

- risk management
- roles and responsibilities
- schedule/timeline
- task/work breakdown structure (WBS)
- risk management
- schedule management
- financial management
- communication, including reporting
- resources management
- logistics management
- scope management
- change management
- quality management
- people management
- occupational health and safety management

Project management tools may include:

- risk analysis
- organisational project governance framework
- communications plan
- reporting framework
- project management software and other tools:
 - Gantt and bar charts
 - Program Evaluation and Review Technique (PERT) charts
 - Critical Path Method
- cost schedule control system
- logistics support analysis
- life cycle cost analysis
- spreadsheets
- recording systems - electronic and manual

Project infrastructure
may include:

- staffing levels/need for recruitment action and training
- equipment and technical support
- resource requirements including travel, finance etc
- project office accommodation
- management infrastructure

Unit Sector(s)

Not applicable.

Competency field

Project Management.