



Australian Government

Department of Education, Employment and Workplace Relations

PSPPM404A Carry out simple project activities

Release 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 activities required to carry out simple projects, working on one project at a time. This work is typically undertaken by a project officer working individually or as part of a project team. It includes reviewing and confirming the project brief, carrying out project activities, monitoring and maintaining progress and completing the project. 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, carrying out project work overlaps with other generalist and specialist work activities such as acting ethically, applying government processes, using resources, developing work plans, gathering information.

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. Review and confirm project brief	1.1 Project information and supporting materials are obtained and the individual project brief is clarified in accordance with the project plan and organisational policy and procedures. 1.2 Project plan is analysed and requirements, timeframes, roles, responsibilities and stakeholder involvement are confirmed. 1.3 Project management procedures and controls are confirmed in accordance with the project plan, and any required changes are negotiated according to the project plan change management strategy. 1.4 The project plan is updated with confirmed information for milestones, resources, other team members and steering committee details.
2. Undertake project activities	2.1 Professional or technical skills are provided to accomplish project tasks in accordance with the project requirements. 2.2 Project data is captured and recorded in accordance with project requirements. 2.3 Specialist advice and support are provided to the project manager, steering committee and stakeholders as required to achieve project objectives.
3. Monitor and maintain progress of project	3.1 Project management tools are used for integration and timing of project activities and achievement of project deliverables. 3.2 Risks to progress and achievement of project objectives are anticipated and related to the project manager for action in accordance with the risk management plan. 3.3 Completion of project activities and progress against targets and milestones are monitored and corrective action is taken if needed, in accordance with project plans and in consultation with management/governance personnel. 3.4 Problem solving to find innovative solutions to project problems or unplanned-for contingencies is undertaken in consultation with project management. 3.5 Progress reports are provided as required by the project communication plan.
4. Complete project	4.1 Project deliverables are completed to the required standard in the required timeframe. 4.2 Recordkeeping associated with the project is completed and archived as required by the project plan. 4.3 Project process is evaluated, issues identified and recommendations made for continuous improvement. 4.4 Project reports are completed to the required standard, containing required information and using agreed style, voice and format. 4.5 Project hand-over of deliverables and return of

ELEMENT**PERFORMANCE CRITERIA**

borrowed/unused materials are completed in accordance with the project plan and organisational procedures.

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:

- recording information, writing recommendations and preparing reports requiring complex language structures and precision of expression
- negotiating changes to timelines, roles and responsibilities
- communicating with stakeholders, managers and other team members using a range of communication styles to suit different audiences and purposes
- responding to diversity, including gender and disability
- managing self, time and costs
- using project management tools
- applying workplace safety procedures in line with project 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
 - project governance requirements
 - quality standards
- risk management
- procurement
- human resources
- equal employment opportunity, equity and diversity principles
- principles of project management
- project management tools to suit the projects carried out
- risk management strategies for carrying out single 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
 - PSPGOV404B Develop and implement work unit plans
 - PSPGOV406B Gather and analyse information
 - PSPGOV411A Deal with conflict
 - PSPGOV412A Use advanced workplace communication strategies
 - PSPGOV422A Apply government processes
 - PSPLEGN401A Encourage compliance with legislation in the public sector
 - PSPPM401B Design simple projects
 - PSPPROC410A Administer contracts

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)
- activities for simple projects carried out in a range of (3 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
- examples of 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 carrying out projects, including coping with difficulties, irregularities and breakdowns in routine
- activities for simple projects carried out in a range of (3 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
- questioning
- scenarios
- authenticated evidence from the workplace and/or training courses

For consistency of assessment

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

Project brief is:

- outline of expectations, tasks, deliverables, etc that are to be achieved by the project officer

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
- occupational health and safety plan
- 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
- risk management
- roles and responsibilities
- schedule/timeline
- task/work breakdown structure (WBS)

Policy 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

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 members
- end user
- supplier/service provider

Project data may include:

- financial data including costs, expenditure, income generated, purchases
- quality data including any test results
- record of time spent on project and progress in completing project
- correspondence
- samples, prototypes, models
- project outcomes

Project management

- risk analysis

tools may include:

- 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

Risk management may include:

- removing the risk
- transferring the risk
- minimising the risk
- accepting the risk
- preparing a contingency plan
- keeping reserves

Consultation with management may include:

- project manager
- steering committee
- project sponsor
- business owner of the project
- program manager
- specialist project management office
- chief executive officer, manager or management representative
- funding body representative
- customer or client

Solutions to problems may include:

- reducing costs
- researching and applying more efficient methods of completing project tasks
- seeking further resources to meet deadline
- negotiating an extension of deadline or redefining completion or quantities or quality of outcomes
- sharing of ideas to gain improvements to work undertaken within the project
- outsourcing aspects of the project
- changing roles and responsibilities within project team

Unit Sector(s)

Not applicable.

Competency field

Project Management.