



Australian Government

PUAMAN005 Manage projects

Release: 2

PUAMAN005 Manage projects

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to manage and evaluate projects.

The unit is applicable to any personnel undertaking a project management role. This includes management of small and short term projects as well as roles with a specific project management focus.

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

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUATEA003 Lead, manage and develop teams

Competency Field

Management

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Identify project scope

1.1 Identify and record scope, objectives and outcomes of project

1.2 Strategy to achieve project objectives, outcomes and client requirements is developed

1.3 A risk management system is developed and applied to ensure project objectives can be met within organisational accountability frameworks

2 Acquire project resources

2.1 Project resources and equipment are identified, acquired and allocated

2.2 Project scope and objectives are analysed to determine tasks to achieve agreed outcomes on time and within budget

2.3 Process for monitoring, evaluating and reporting performance against objectives are developed and applied

2.4 Roles and responsibilities of team members and stakeholders are identified and agreed

3 Manage project activities

3.1 Project is initiated, in accordance with organisational policies and strategic direction, in consultation with stakeholders

3.2 Tasks are implemented, in accordance with project plan and organisational procedures

3.3 Communication process is established including responsibilities for conflict resolution

3.4 Progress is monitored to ensure time, performance, cost and quality of project is achieved

3.5 Proposed variations are investigated and negotiated, in consultation with stakeholders

4 Finalise project and evaluate and report on activities

4.1 Project is completed, outcomes are recorded and opportunities for future improvement are established

- 4.2** Evaluation of completed project is undertaken against agreed objectives and is reported to stakeholders

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUAMAN005B Manage projects.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAMAN005 Manage projects

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- analysing outcomes on completion of project
- designing strategies to achieve project outcomes and client requirements
- evaluating and reporting on project performance and project achievements
- following organisational policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- identifying and preparing project scope
- implementing communication strategies with internal and external clients
- managing project according to predetermined timeframes and available resources
- maximising team effectiveness and staff selection
- monitoring project progress
- negotiating with contractors and suppliers
- obtaining project resources.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- basics of contract law
- communication techniques
- cost schedule control systems
- human resource management and policies
- integration of project activities
- organisational documentation, policies and procedures including Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) legislated requirements
- organisational procurement guidelines
- project management systems, tools and techniques
- project plans

- project specifications and objectives
- resource management
- risk management techniques
- types of stakeholders.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in operational situations or in simulated operational training situations that reflect workplace conditions.

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.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- appropriate materials, equipment, tools and personal protective clothing and equipment currently used in industry
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

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