



Australian Government

SISXIND406A Manage projects

Release: 3

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Modification History

The release details of this endorsed unit of competency set are in the table below. The latest information is at the top.

Release	Comments
3	No changes to competency outcome. Reduction of repetition.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to scope, implement, monitor and evaluate project-management plans and outcomes in specific activity areas, ensuring all resources are available to achieve project goals and that the project complies with legislative and organisational requirements.

Application of the Unit

This unit applies to those working autonomously and within supervisory roles in a sport, recreation or fitness environment. This includes those in leadership and guidance roles, such as competition managers, program developers, operations managers and adventure guides. These roles may be performed in a range of sport and recreation environments, such as leisure centres, training venues, indoor activity centres or as part of outdoor recreation activities.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

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.

- | | |
|---------------------------------------|---|
| 1. Scope project. | 1.1. Determine <i>project scope</i> and objectives in consultation with appropriate colleagues and clients.
1.2. Determine required <i>resources</i> for the <i>project</i> in consultation with colleagues and clients.
1.3. Assess areas for potential over-run and resource complications.
1.4. Determine <i>contract requirements</i> of the project as required.
1.5. Determine administrative requirements of the project according to <i>organisational policies and procedures</i> . |
| 2. Develop a project-management plan. | 2.1. Formulate project budget
2.2. Negotiate and document roles and responsibilities of <i>project personnel</i> .
2.3. Identify and document <i>key project milestones</i> and <i>quality measures</i> for the project.
2.4. Plan project risk management and communication strategies in conjunction with appropriate colleagues.
2.5. Develop evaluation methods suitable to the project in consultation with colleagues.
2.6. Determine and assess technical specifications for the project.
2.7. Distribute project-management plan for review by personnel involved in or influenced by the project. |
| 3. Administer and monitor project. | 3.1. Coordinate agreements with project personnel according to project-management plan and <i>relevant legislation</i> .
3.2. Coordinate project communication processes to meet the needs of clients and service providers.
3.3. Assess and review progress of project against project goals in consultation with project team members and |

ELEMENT**PERFORMANCE CRITERIA**

- provide reports on progress.
- 3.4. Identify deviations from project plan and take actions to recover or modify original project goals.
- 3.5. Assess the need for additional resources and personnel and take action as required.
- 3.6. Implement and monitor financial control systems according to project guidelines.
- 3.7. Finalise the project within agreed timelines.
4. Evaluate project.
- 4.1. Provide ***project documentation*** according to reporting requirements.
- 4.2. Evaluate relevant components of the project according to quality measures in consultation with project personnel and clients.
- 4.3. Incorporate results of evaluation into future project development and planning.
- 4.4. Review own performance in managing the project and identify potential improvements.

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - liaise with internal and external service providers to negotiate project roles and responsibilities
 - monitor project progress in consultation with team members
 - conduct project meetings and resolve issues and conflict arising during the project
- planning and organising skills to:
 - coordinate the implementation of the project-management plan
 - coordinate project resources within timelines and budget
- problem-solving skills to:
 - define parameters of the project
 - monitor objectives
 - identify and address deviations to the project-management plan
 - develop contingency plans
- literacy and numeracy skills to:
 - develop a project-management plan
 - complete project documentation
 - prepare and manage a project budget
- self-management skills to:
 - review and reflect on own project-management skills
 - identify required improvements
- technology skills to use computer programs effectively.

Required knowledge

- organisational policies and procedures to enable accountability and satisfactory completion of project outcomes
- legislation to enable the project to be conducted safely and responsibly
- quality-assurance principles to enable project accountability in the achievement of quality outcomes
- project-management techniques and systems to prepare, implement and monitor a project plan within budget and on time
- organisational financial recording and reporting requirements
- conflict-resolution techniques to enable negotiation of issues arising during the project
- risk-analysis processes to enable assessment of the potential impact of the project
- evaluation processes to enable improvements to be made to future projects.

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:

- applies the critical elements of project management in order to scope, develop, implement, monitor and review a project-management plan
- develops a resource strategy and coordinates project tasks and resources to maximise timely outcomes for the project
- uses communication strategies and systems to convey project responsibilities, encourage and maintain information flow and exchange, and build trust and respect within the project team
- applies contingency-management techniques to deal with a range of problems and issues that may arise during the project and takes action to address these
- evaluates and reflects on own work performance to identify ways in which future project outcomes and benefits to the organisation and individuals can be improved.

Context of and specific resources for assessment

Assessment must ensure management of projects that are relevant to the candidate's current or intended work environment and are of sufficient breadth to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a sport and recreation environment that reflects local issues and initiatives in which projects can be planned and implemented
- equipment and resources required for the project, including support staff, equipment and materials
- organisational procedures and protocols, such as project reporting or recording requirements
- sources of information on project-management techniques.

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:

- observation of interacting with project team,

- including allocating tasks and monitoring progress
- observation of dealing with contingencies in relation to project deviations and budgets
- oral and or written questioning to assess knowledge of project-management techniques
- third-party reports from a supervisor detailing work performance
- portfolio containing evidence of project planning and reporting, including dealing with contingencies such as project deviations and budget overruns.

Guidance information for assessment

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

- SISXIND405A Conduct projects.

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.

Project scope may include:

- objectives
- desired outcomes
- benefits to the organisation
- cost
- risks
- time.

Resources may include:

- service providers
- financial
- human
- physical
- technical.

Project may include:

- conferences and major meetings
- promotional or other events
- introduction of new technology or systems
- product or service development
- research.

Contract requirements may include:

- performance standards
- timelines
- payment
- completion requirements
- staffing
- ownership of materials
- indemnity and insurance
- reporting mechanisms.

Organisational policies and procedures may include:

- occupational health and safety
- engaging internal and external services
- financial and contractual.

Project personnel may include:

- service providers
- team members.

Key project milestones may include:

- achievement of key tasks and project phases
- measurement and achievement of set outcomes
- completion of contract phases and requirements.

Quality measures may include:

- objectives and outcomes
- benchmarks
- standards
- key performance indicators
- project monitoring process
- achievement of timelines
- costs.

Relevant legislation may include:

- occupational health and safety
- privacy
- duty of care
- trades practices
- goods and services
- contract
- environmental.

Project documentation may include:

- quality assurance
- interim and final project reports
- financial statements.

Unit Sector(s)

Cross-Sector.

Competency Field

Working in Industry.