



Australian Government

SITXMGT003 Manage projects

Release: 1

SITXMGT003 Manage projects

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop project plans, implement project activities, monitor progress to ensure objectives are achieved, and evaluate all aspects of projects.

The unit applies to all tourism, travel, hospitality and event sectors and the project could relate to event planning and execution, product development, research or initiatives such as the introduction of new workplace systems or technologies.

It applies to senior personnel who operate independently or with limited guidance from others and who are responsible for making a range of operational business and project management decisions.

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

Pre-requisite Unit

Nil

Competency Field

Management and Leadership

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Define project scope.

PERFORMANCE CRITERIA

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

- 1.1. Identify project objectives, budget, scope of activities and deliverables.
- 1.2. Clarify relationship of project to others and to overall organisational objectives.
- 1.3. Identify stakeholders and their requirements for consultation and involvement in project activities.

- 1.4. Confirm administrative structure for project management, individual responsibility and reporting hierarchy.
 - 1.5. Determine required resources for the project.
2. Develop project plan.
 - 2.1. Consult with stakeholders to facilitate input and to achieve approval for project plan.
 - 2.2. Determine risk, and regulatory and sustainability issues and incorporate them into plan.
 - 2.3. Integrate quality, financial, human and physical resource specifications for project activities.
 - 2.4. Develop and integrate project evaluation methods.
 - 2.5. Plan internal and external communications, public relations and marketing approaches.
 - 2.6. Document integrated project management plan.
 - 2.7. Communicate plan and roles and responsibilities to all involved.
3. Administer and monitor project.
 - 3.1. Implement project activities according to plan and in conjunction with stakeholders and project team members, providing support and assistance as required.
 - 3.2. Implement financial and quality control systems according to project plan.
 - 3.3. Monitor progress to ensure objectives, deliverables, timelines, cost and quality of project are achieved.
 - 3.4. Identify deviations from plan, assess and take action to realign project activities to meet objectives.
 - 3.5. Determine and act on the need for project variations, including additional project resources.
 - 3.6. Provide progress and final reports according to project requirements.
 - 3.7. Complete project within agreed timelines.
4. Evaluate project.
 - 4.1. Assess project effectiveness at specified stages, using agreed evaluation methods.
 - 4.2. Evaluate completed project for administrative efficiency, quality and achievement of objectives.
 - 4.3. Report outcomes to stakeholders and use information to enhance future project planning and management activities.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

- | | |
|------------------------------------|---|
| Reading skills to: | <ul style="list-style-type: none">• interpret potentially complex reports, comparing project outcomes against planned deliverables. |
| Writing skills to: | <ul style="list-style-type: none">• write quantitative and qualitative evaluation criteria. |
| Numeracy skills to: | <ul style="list-style-type: none">• interpret project budgets for diverse components• develop resource specifications within budgetary parameters. |
| Problem-solving skills to: | <ul style="list-style-type: none">• evaluate and respond to complex, interrelated and potentially conflicting factors within project management activities. |
| Planning and organising skills to: | <ul style="list-style-type: none">• manage interrelated aspects of a complex project and project timelines. |
| Technology skills to: | <ul style="list-style-type: none">• use computers, word processing and software packages for project management. |

Unit Mapping Information

SITXMGT502 Manage projects

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITXMG003 Manage projects

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop and implement a plan for a project, addressing one or more of the following objectives:
 - community or industry development
 - economic or social benefits
 - education or training
 - profit
 - research
- administer and monitor the following components of the above project:
 - dedicated project budget and financial control system
 - administrative components involving individual responsibility and reporting hierarchy for at least two of the following:
 - advisory or reference group
 - consultants, contractors and suppliers
 - organisational management
 - project management committee
 - secretariat
 - progress against project objectives
 - quality control system
 - risk, regulatory and sustainability issues
- lead a project team and liaise with a wide range of stakeholders during the planning and implementation phases of the above project, providing at least two of the following forms of support and assistance as appropriate:
 - additional resources
 - formal training opportunities
 - informal coaching and feedback
 - moderation and joint planning sessions
 - regular meetings and briefings
 - representing team interests in wider forums
- demonstrate sound administrative processes when planning and implementing the above project within required timeframes.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- project management processes and the project life cycle:
 - planning and requirements of project plans:
 - objectives
 - deliverables, scheduling and milestones
 - allocation of roles and responsibilities
 - documentation and role of technology
 - monitoring and control systems
 - evaluation criteria, both quantitative and qualitative and methods for measuring the success of project objective
- project management plan inclusions:
 - budget
 - consultation strategies
 - internal and external communication processes and channels
 - key milestones
 - marketing strategies
 - objectives and outcomes
 - personnel
 - priorities and key milestones
 - quality assurance process
 - reporting requirements
 - responsibilities of project personnel and stakeholders
 - risk management and contingency plans
 - safety initiatives
 - selection or tendering process
 - sponsors
 - stages
 - sustainability considerations
 - timeframes
- industry sector and organisation:
 - role of various project management personnel and stakeholders in the management of projects
 - reporting hierarchy
 - administrative structure:
 - advisory and reference groups
 - consultants
 - consultative groups
 - contractors and suppliers

- internal or external project manager
- management
- management committee
- secretariat
- risk, regulatory and sustainability issues for project management, particularly those related to:
 - financial management
 - human resource management
 - physical resource management
- potential stakeholders in a project:
 - community agencies
 - customer or client
 - funding bodies
 - government departments or statutory authorities
 - host organisation
 - industry associations
 - internal personnel
 - management
 - management committee
 - media
 - regulatory authorities
 - sponsors.

Assessment Conditions

Skills must be demonstrated in an operational tourism, travel, hospitality or events business operation or activity for which projects are managed. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- projects to be managed by the individual
- information and communications technology currently used to manage projects
- physical and financial resources to support the project
- a project team for whom the individual is a leader
- project stakeholders with whom the individual can interact; these can be:
 - those in an industry workplace who are assisted by the individual during the assessment process; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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