



Australian Government

Assessment Requirements for SITXMGT006 Manage projects

Release: 1

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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 or 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
- apply 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
 - 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
- role of project management personnel and stakeholders in the management of projects
- reporting hierarchies
- administrative structures
- risk, regulatory and sustainability issues for project management:
 - 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
- industry associations
- internal personnel
- management
- media
- sponsors.

Assessment Conditions

Skills must be demonstrated in an operational business environment. This can be:

- an industry workplace; or
- a simulated industry environment set up for the purposes of assessment.

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
- project team and 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

Companion Volume implementation guides are found in VETNet -

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