

BSBPMG510A: Manage projects**Description**

The unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Element	Performance criteria
1. Define project	1.1 Access project scope and other relevant documentation 1.2 Define project stakeholders 1.3 Seek clarification from delegating authority of any issues related to project and project parameters 1.4 Identify limits of own responsibility and reporting requirements 1.5 Clarify relationship of project to other projects and to the organisation's objectives 1.6 Determine and access available resources to undertake project
2. Develop project plan	2.1 Develop project plan including timelines, work breakdown structure, role and responsibilities and other details of how the project will be managed in relation to the project parameters 2.2 Identify and access appropriate project management tools 2.3 Formulate risk management plan for project, including occupational health and safety (OHS) 2.4 Develop and approve project budget 2.5 Consult team members and take their views into account in planning the project 2.6 Finalise project plan and gain any necessary approvals to commence project according to documented plan
3. Administer and monitor project	3.1 Take action to ensure project team members are clear about their responsibilities and the project requirements 3.2 Provide support for project team members , especially with regard to specific needs, to ensure that the quality of the expected outcomes of the project and documented time lines are met 3.3 Establish and maintain required record keeping systems throughout the project 3.4 Implement and monitor plans for managing project finances, resources (human, physical and technical) and quality 3.5 Complete and forward project reports as required to stakeholders 3.6 Undertake risk management as required to ensure project outcomes are met 3.7 Achieve project deliverables

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| 4. Finalise project | 4.1 Complete financial record keeping associated with project and check for accuracy |
| | 4.2 Assign staff involved in project to new roles or reassign to previous roles |
| | 4.3 Complete project documentation and obtain any necessary sign offs for concluding project |
| 5. Review project | 5.1 Review project outcomes and processes against the project scope and plan |
| | 5.2 Involve team members in the project review |
| | 5.3 Document lessons learnt from the project within the organisation |

Skills and Knowledge

Required skills

- Communication and negotiation skills to work with team members and other stakeholders to maintain project schedules
- Literacy skills to read, write and review a range of documentation
- Planning and organising skills to develop, monitor and maintain implementation schedules
- Numeracy skills to analyse data, and to compare time lines and promotional costs against budgets
- Culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities.

Required knowledge

- Relevant legislation from all levels of government that may affect aspects of business operations, such as:
 - Anti-discrimination legislation
 - Ethical principles
 - Codes of practice
 - Privacy laws
 - Environmental issues
 - OHS

- Organisational structure, and lines of authority and communication within the organisation
- How the project relates to organisation's overall mission, goals, objectives and operations.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- Development of a project plan
- Details of monitoring arrangement/s and evaluation of the project plan's efficacy to address time lines and budgets of project
- Knowledge of relevant legislation.