

BSBPMG510A Manage Projects

This 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.

Designed for: This course is suitable for all frontline managers.

Duration: 1 day

Application of the unit: The unit focuses on the application of project management skills and the requirement to meet time lines, quality standards, budgetary limits and other requirements set for the project.

The unit does not apply to specialist project managers. For specialist project managers, the units of competency in the Project Management competency field will be applicable.

Elements and performance criteria:

Element	Performance criteria
Define project	<ul style="list-style-type: none"> ▪ Access project scope and other relevant documentation ▪ Define project stakeholders ▪ Seek clarification from delegating authority of any issues related to project and project parameters ▪ Identify limits of own responsibility and reporting requirements ▪ Clarify relationship of project to other projects and to the organisation's objectives ▪ Determine and access available resources to undertake project
Develop project plan	<ul style="list-style-type: none"> ▪ 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 ▪ Identify and access appropriate project management tools ▪ Formulate risk management plan for project, including occupational health and safety (OHS) ▪ Develop and approve project budget ▪ Consult team members and take their views into account in planning the project ▪ Finalise project plan and gain any necessary approvals to commence project according to documented plan
Administer and monitor project	<ul style="list-style-type: none"> ▪ Take action to ensure project team members are clear about their responsibilities and the project requirements ▪ 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 ▪ Establish and maintain required record keeping systems throughout the project ▪ Implement and monitor plans for managing project finances, resources (human, physical and technical) and quality ▪ Complete and forward project reports as required to stakeholders ▪ Undertake risk management as required to ensure project outcomes are met ▪ Achieve project deliverables



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Finalise project	<ul style="list-style-type: none">▪ Complete financial record keeping associated with project and check for accuracy▪ Assign staff involved in project to new roles or reassign to previous roles▪ Complete project documentation and obtain any necessary sign offs for concluding project
Review project	<ul style="list-style-type: none">▪ Review project outcomes and processes against the project scope and plan▪ Involve team members in the project review▪ Document lessons learnt from the project and report within the organisation



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