

Recognition of Prior Learning (RPL) Pack

Competency Unit	BSBPMG510A Manage projects			
Unit Descriptor	<p><i>This unit of competency 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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. 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.</i></p> <p><i>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.</i></p>			
Client Candidate Name	Third Party Employer Representative Name	RTO Assessor Name		
Signature	Signature	Signature		
Date	Date	Date		
Supplementary evidence has been provided for this unit <input type="checkbox"/>		Supervisor <input type="checkbox"/>	Client <input type="checkbox"/>	Colleague <input type="checkbox"/>
Supplementary evidence has been verified and attached for this unit <input type="checkbox"/>				

Skills and Attitudes Assessment

How am I going to be assessed and what do I need to provide my assessor?	<p>This unit of competency is to be assessed in the workplace or simulated work environment.</p> <p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> Assessment must ensure: access to workplace project documentation. A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; observation of presentations; oral or written questioning to assess knowledge of how the project relates to the organisation's overall mission, goals, objectives and operations; review of project risk management plan and project plan; evaluation of project reports forwarded to stakeholders; analysis of documentation reviewing project outcomes and processes against the project scope and plan; evaluation of documentation outlining lessons learnt from the project. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>					
		Self Evaluation Assessment 1	Third Party testimonial Assessment 2	RTO Verification Assessment 3	Notes by Assessor	
		Task/s Verified by Candidate	Task/s Verified by Supervisor	Task/s Verified by Assessor		
		Yes No	Yes No	Yes No		
	<i>communication and negotiation skills to work with team members and other stakeholders to maintain project schedules</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>literacy skills to read, write and review a range of documentation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>planning and organising skills to develop, monitor and maintain implementation schedules.....</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>numeracy skills to analyse data, and to compare time lines and promotional costs against budgets</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>development of a project plan</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>details of monitoring arrangement/s and evaluation of the project plan's efficacy to address time lines and budgets of project</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>knowledge of relevant legislation.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Manages a number of different tasks within the job.....</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Responds to problems, breakdowns, changes to routine</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Demonstrates a positive attitude and responsibility to work</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined Yes No

<p>Define project</p> <p><i>Access project scope and other relevant documentation</i></p> <p><i>Define project stakeholders</i></p> <p><i>Seek clarification from delegating authority of any issues related to project and project parameters</i></p> <p><i>Identify limits of own responsibility and reporting requirements</i></p> <p><i>Clarify relationship of project to other projects and to the organisation's objectives</i></p> <p><i>Determine and access available resources to undertake project</i></p>	<p>Administer and monitor project</p> <p><i>Take action to ensure project team members are clear about their responsibilities and the project requirements</i></p> <p><i>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</i></p> <p><i>Establish and maintain required record keeping systems throughout the project</i></p> <p><i>Implement and monitor plans for managing project finances, resources (human, physical and technical) and quality</i></p> <p><i>Complete and forward project reports as required to stakeholders</i></p> <p><i>Undertake risk management as required to ensure project outcomes are met</i></p> <p>Finalise project</p> <p><i>Complete financial record keeping associated with project and check for accuracy</i></p> <p><i>Assign staff involved in project to new roles or reassign to previous roles</i></p> <p><i>Complete project documentation and obtain any necessary sign offs for concluding project</i></p>	<p>Develop project plan</p> <p><i>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</i></p> <p><i>Identify and access appropriate project management tools</i></p> <p><i>Formulate risk management plan for project, including occupational health and safety (OHS)</i></p> <p><i>Develop and approve project budget</i></p> <p><i>Consult team members and take their views into account in planning the project</i></p> <p><i>Finalise project plan and gain any necessary approvals to commence project according to documented plan</i></p> <p>Review project</p> <p><i>Review project outcomes and processes against the project scope and plan</i></p> <p><i>Involve team members in the project review</i></p> <p><i>Document lessons learnt from the project and report within the organisation</i></p>
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Feedback provided to candidate: Candidate signature:

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Assessment Outcome **Competent** **Not yet competent** **Candidate appeals the outcome** **Yes** **No** **Initials**..... *Details of appeal:*

Knowledge Assessment	
Competency Unit	<i>BSBPMG510A Manage projects</i>
I have supporting documentary evidence to demonstrate that I already attain the required knowledge for this unit and the evidence is attached <input type="checkbox"/>	

Alternatively:
For each of the following criteria, please provide an example of how you have met the requirement in the workplace. If there is insufficient space, attach additional pages. Please attach supporting evidence where possible.

Define project (Use the following as a guide to your answer)

- **Access project scope and other relevant documentation**
- **Define project stakeholders**
- **Seek clarification from delegating authority of any issues related to project and project parameters**

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- **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**

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Initials of Trainer/Assessor _____

Initials of Candidate _____

