



**EVERTHOUGHT  
EDUCATION**

**Everthought Education  
RTO Code: 32438**

**Recognition of Prior Learning – Unit Guide**

**Qualification Code**

BSB40920

**Qualification Name**

Certificate IV in Project Management Practice

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## Section 1. UNIT DESCRIPTION

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This document is designed to assist candidates with the self-assessment questionnaire to rate themselves against each unit of competency.

### 1.01 CORE UNITS

#### 1.01(a) BSBPMG420 - Apply project scope management techniques

This unit describes the skills and knowledge required to contribute to the project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes. It also involves applying controls once the project has commenced and contribute to reviewing the suitability of those controls.

The unit applies to individuals who support project managers and other team members to apply project scope management techniques.

#### Tasks

- I contribute to defining project scope
- I contribute to developing and documenting the scope management plan
- I apply project scope controls
- I identify and respond to variations and non-compliance
- I contribute to the review of scope controls

#### 1.01(b) BSBPMG421 - Apply project time management techniques

This unit describes the skills and knowledge required to assist with project scheduling activities, apply and monitor the agreed project schedule, and evaluate the effectiveness of time management for the project.

The unit applies to individuals who are project practitioners working in a project support role.

#### Tasks

- I assist in developing and communicating project schedule
- I record and report project progress
- I update schedule to include agreed changes
- I participate in assessing and documenting time-management outcomes

#### 1.01(c) BSBPMG422 - Apply project quality management techniques

This unit describes the skills and knowledge required to enhance project outcomes by contributing to quality planning, applying quality policies and procedures, and contributing to continuous improvement in projects.

The unit applies to individuals who are project practitioners working in a project support role.

#### Tasks

- I contribute to project quality planning
- I apply quality policies and procedures
- I maintain quality control records
- I communicate shortfalls in quality outcomes
- I participate in and report on continuous improvement activities and outcomes

## 1.02 ELECTIVE UNITS

### 1.02(a) BSBPMG423 - Apply project cost management techniques

This unit describes the skills and knowledge required to assist in producing a project budget, to monitor project expenditure and contribute to cost finalisation processes.

The unit applies to individuals who are project practitioners working in a project support role.

#### Tasks

- I assist in developing project budget
- I contribute to developing cost management strategies and processes
- I monitor project costs and report on variations
- I update costs estimates as agreed to
- I assist in review of final project outcomes, budgets and costs
- I document cost-management improvements

### 1.02(b) BSBPMG424 - Apply project human resources management approaches

This unit describes the skills and knowledge required to assist with aspects of human resources management of a project. It involves establishing human resource requirements, identifying and facilitating the learning and development needs of people working on the project and resolving conflict in the team.

The unit applies to individuals who are project practitioners working in a project support role.

#### Tasks

- I identify human resource and task requirements
- I create work breakdown structure
- I assist in identifying skills requirements and learning and development needs
- I maintain team relationships including resolving conflict when required
- I monitor human resource performance and requirements
- I evaluate human resource practices and opportunities for improvement

### 1.02(c) BSBPMG425 - Apply project information management and communications techniques

This unit describes the skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications.

The unit applies to individuals who are project practitioners working in a project support role.

#### Tasks

- I contribute to communication procedures and planning
- I conduct information-management activities, including communication, storage and security
- I communicate and seek feedback on project information
- I contribute to assessing effectiveness of communication and documenting any issues

### 1.02(d) BSBPMG427 - Apply project procurement procedures

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

The unit applies to individuals who are project practitioners working in a project support role. The project assistant may be part of a project team under the direction of a project manager, or may work as part of a smaller scale, self-directed team.

#### Tasks

- I contribute to developing procurement-management plan and documentation
- I contribute to selection of suppliers
- I assist in developing contractual documentation
- I undertake procurement activities and supply documentation
- I assist in finalising and reviewing procurement activities
- I contribute to continuous improvement of procurement processes

### 1.02(e) BSBPMG428 - Apply project life cycle management processes

This unit describes the skills and knowledge required to assist in implementing project life cycle management processes.

The unit applies to individuals who are project practitioners working in a project support role.

#### Tasks

- I assist in establishing project including identifying scope, objectives and outcomes
- I assist in project initiation documentation and establishing project governance structure
- I assist in developing project charter and project budget, including milestones and KPIs
- I assist with project control and execution
- I assist with project finalisation, including completing financial, legal and contractual obligations
- I assist in review of project and documenting lessons learned

### 1.02(f) BSBPMG429 - Apply project stakeholder engagement techniques

This unit describes the skills and knowledge required to assist in managing stakeholder relationships during a project. It involves ensuring timely and appropriate involvement of key individuals, organisations and groups throughout the project.

The unit applies to individuals who are project assistants working in a project support role.

#### Tasks

- I assist in identifying project stakeholder and their interests, objectives and expectations
- I assist in developing communications plan for engagement with respective stakeholders
- I participate in engagement with stakeholders
- I review outcomes of stakeholder communication and staff and own development needs and opportunities