

BSBPMG421

Apply project time management techniques

Table of Contents (Extract)

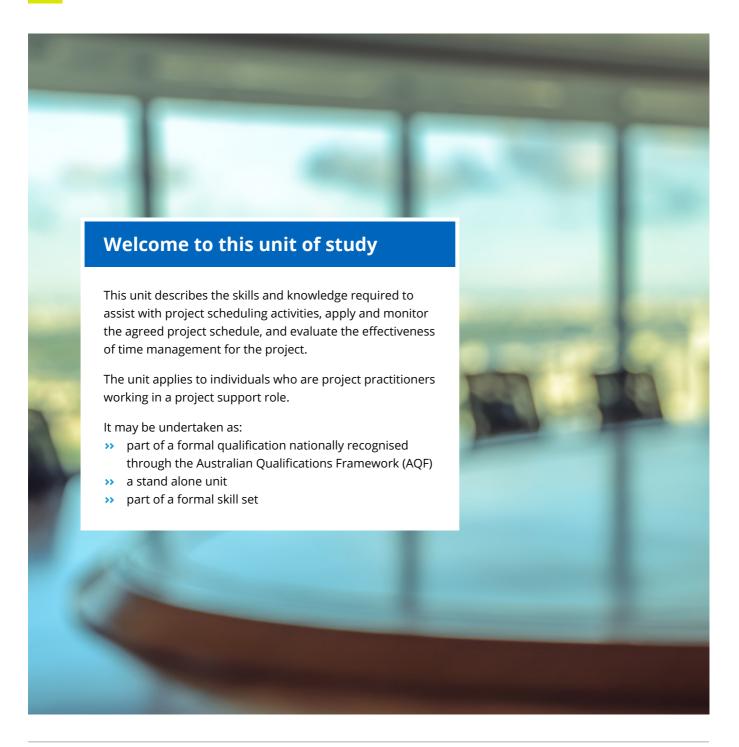
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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBPMG421.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/BSBPMG421/

Trainer/assessor guide BSBPMG421 Apply project time management techniques



Contents

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Assist in developing project schedule	5
Contribute to developing work breakdown structure	5
Estimate task duration, effort, sequencing and dependencies	8
Tools and techniques for identifying project schedule impact	14
Achieve a schedule baseline and communicate to stakeholders	18
Check your understanding	23
Topic 2: Maintain project schedule	25
Record and report progress of scheduled activities	25
Record baseline variance between actual and planned progress	27
Forecast the impact of change on the schedule	28
Update task status and agreed changes	30
Check your understanding	33
Topic 3: Participate in assessing time-management outcomes	35
Determine effectiveness of time management by project review	35
Document scheduling and time-management issues and responses	39
Check your understanding	41
References	43
Assessment workbook	45
Unit information	47
What is competency-based assessment?	48
How will my competency be assessed?	49
Assessment agreement	50
Foundation skills checklist	51
Skills recognition	52
Topic 1: Assist in developing project schedule	53
Topic 2: Maintain project schedule	54
Topic 3: Participate in assessing time-management outcomes	55
Knowledge questions	56
Topic 1: Assist in developing project schedule	57
Topic 2: Maintain project schedule	65
Topic 3: Participate in assessing time-management outcomes	70
Performance tasks	74
Third party evidence collection agreement	75
Topic 1: Assist in developing project schedule	76
Topic 2: Maintain project schedule	78
Topic 3: Participate in assessing time-management outcomes	80
Completion record	82
Unit mapping	83
Trainer/ assessor user instructions	85



About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- >> Assist in developing project schedule
- >> Maintain project schedule
- >> Participate in assessing time-management outcomes

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- >> a set of true or false questions
- >> a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- >> information on competency-based assessment
- instructions on how you will be assessed
- >> assessment tools to assess your competence
- >> instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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