



CATAPULT

BSBPMG511

Manage project scope

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBPMG511.

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/BSBPMG511/>

Trainer/assessor guide

BSBPMG511

Manage project scope

Welcome to this unit of study

This unit describes the skills and knowledge required to determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.

It applies to individuals responsible for managing and leading a project in an organisation, business or as a consultant.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Conduct project authorisation activities	5
Project scope versus product scope.....	5
Project scope management processes	7
Scope management approach	10
Requirements documentation	15
Check your understanding	17
Topic 2: Define project scope.....	19
Project deliverables	19
Project charter.....	21
Stakeholders.....	23
Work Breakdown Structure (WBS).....	27
Decomposition	33
Scope verification.....	36
Check your understanding	39
Topic 3: Manage project scope control process	41
Change control.....	41
Performance reports	43
Scope control outputs	45
Check your understanding	51
References.....	53
Assessment workbook	55
Unit information	57
What is competency-based assessment?.....	58
How will my competency be assessed?.....	59
Assessment agreement.....	60
Foundation skills checklist.....	61
Skills recognition.....	62
Topic 1: Conduct project authorisation activities	63
Topic 2: Define project scope.....	64
Topic 3: Manage project scope control process	65
Knowledge questions	66
Topic 1: Conduct project authorisation activities	67
Topic 2: Define project scope.....	73
Topic 3: Manage project scope control process	82
Topic 4: Specific knowledge evidence	86
Performance tasks.....	97
Third party evidence collection agreement	98
Topic 1: Conduct project authorisation activities	99
Topic 2: Define project scope.....	100
Topic 3: Manage project scope control process	102

Completion record..... 103
Unit mapping and assessment checklist 104
Trainer/ assessor user instructions..... 106

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Conduct project authorisation activities
- » Define project scope
- » Manage project scope control process

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.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
