



CATAPULT

BSBPMG539

Manage project governance

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 BSBPMG539.

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/BSBPMG539/>

Trainer/assessor guide

BSBPMG539

Manage project governance

Welcome to this unit of study

This unit describes the skills and knowledge required to establish and implement project governance. It involves identifying, applying, monitoring and reviewing project governance.

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: Identify project governance structure.....	5
Project scope, timeline, resources, and budget.....	5
Stakeholders.....	9
Governance roles and responsibilities.....	12
The governance plan	15
Check your understanding	17
Topic 2: Develop relevant documents and apply project governance	19
Decision-making frameworks.....	19
Information on governance planning	23
Risk management planning.....	25
Change management processes	29
Managing the budget and project resources	31
Communication, conflict management, and stakeholder management	35
Seeking approval.....	39
Check your understanding	41
Topic 3: Monitor project governance.....	43
Knowledge management systems.....	43
Track progress against project timeline and budget.....	46
Performance and issues arising from governance arrangements	48
Check your understanding	51
Topic 4: Review project governance.....	53
Analyse and review project governance	53
Seek feedback from stakeholders	55
Document lessons learned.....	57
Check your understanding	59
Topic 5: Additional learning	61
Frameworks for authority delegations.....	61
Organisation or industry governance models in context of the project.....	63
Communication plan	65
Project management plan	67
Stakeholder management plan	70
References.....	72
Assessment workbook	75
Unit information	77
What is competency-based assessment?.....	78
How will my competency be assessed?.....	79
Assessment agreement	80
Foundation skills checklist.....	81

Skills recognition	82
Topic 1: Identify project governance structure.....	83
Topic 2: Develop relevant documents and apply project governance	84
Topic 3: Monitor project governance.....	85
Topic 4: Review project governance.....	86
Knowledge questions	87
Topic 1: Identify project governance structure.....	88
Topic 2: Develop relevant documents and apply project governance	96
Topic 3: Monitor project governance.....	109
Topic 4: Review project governance.....	114
Topic 5: Specific knowledge evidence.....	119
Performance tasks	124
Third party evidence collection agreement	125
Topic 1: Identify project governance structure.....	126
Topic 2: Develop relevant documents and apply project governance	128
Topic 3: Monitor project governance.....	130
Topic 4: Review project governance.....	132
Completion record	134
Unit mapping	135
Trainer/ assessor user instructions	139

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Identify project governance structure
- » Develop relevant documents and apply project governance
- » Monitor project governance
- » Review project governance
- » Additional learning

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.
