

Diploma of Management BSB51107

Manage projects BSBPMG510A

Element/Performance criteria	
BSBPMG510A/01	<p>Define project</p> <ul style="list-style-type: none"> • Access project scope and other relevant documentation • Define project stakeholders • Seek clarification from delegating authority of any issues related to project and project parameters • 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
BSBPMG510A/02	<p>Develop project plan</p> <ul style="list-style-type: none"> • 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 • Identify and access appropriate project management tools • Formulate risk management plan for project, including occupational health and safety (OHS) • Develop and approve project budget • Consult team members and take their views into account in planning the project • Finalise project plan and gain any necessary approvals to commence project according to documented plan

BSBPMG510A/03	<p>Administer and monitor project</p> <ul style="list-style-type: none"> • Take action to ensure project team members are clear about their responsibilities and the project requirements • 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 • Establish and maintain required record keeping systems throughout the project • Implement and monitor plans for managing project finances, resources (human, physical and technical) and quality • Complete and forward project reports as required to stakeholders • Undertake risk management as required to ensure project outcomes are met • Achieve project deliverables
BSBPMG510A/04	<p>Finalise project</p> <ul style="list-style-type: none"> • Complete financial record keeping associated with project and check for accuracy • Assign staff involved in project to new roles or reassign to previous roles • Complete project documentation and obtain any necessary sign offs for concluding project
BSBPMG510A/05	<p>Review project</p> <ul style="list-style-type: none"> • Review project outcomes and processes against the project scope and plan • Involve team members in the project review • Document lessons learnt from the project and report within the organisation

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Manage Operational Plan BSBMGT515A

Element/Performance criteria	
BSBMGT515A/01	<p>Develop operational plan</p> <ul style="list-style-type: none"> • Research, analyse and document resource requirements and develop an operational plan in consultation with relevant personnel, colleagues and specialist resource managers • Develop and/or implement consultation processes as an integral part of the operational planning process • Ensure details of the operational plan include the development of key performance indicators to measure organisational performance • Develop and implement contingency plans at appropriate stages of operational planning • Ensure the development and presentation of proposals for resource requirements is supported by a variety of • information sources and seek specialist advice as required • Obtain approval for plan from relevant parties and ensure understanding among work teams involved
BSBMGT515A/02	<p>Plan and manage resource acquisition</p> <ul style="list-style-type: none"> • Develop and implement strategies to ensure that employees are recruited and/or inducted within the organisation's human resources management policies and practices • Develop and implement strategies to ensure that physical resources and services are acquired in accordance with the organisation's policies, practices and procedures

BSBMGT515A/03	Monitor and review operational performance
	<ul style="list-style-type: none"> • Develop, monitor and review performance systems and processes to assess progress in achieving profit and productivity plans and targets • Analyse and interpret budget and actual financial information to monitor and review profit and productivity performance • Identify areas of under performance, recommend solutions, and take prompt action to rectify the situation • Plan and implement systems to ensure that mentoring and coaching are provided to support individuals and teams to effectively, economically and safely use resources • Negotiate recommendations for variations to operational plans and gain approval from <i>designated persons/groups</i> • Develop and implement systems to ensure that procedures and records associated with documenting performance are managed in accordance with organisational requirements

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Manage Workforce Planning BSBHRM504A

Element/Performance criteria	
BSBHRM504A/01	Assess supply and demand
	<ul style="list-style-type: none"> Review business plans to determine predicted areas of organisational growth and downsizing and associated labour requirements Analyse existing workforce to determine areas where there are excesses or shortages Review organisational requirements for diversity in the workforce Analyse current workforce's capacity to meet current and predicted demands for business goods and services Consider existing organisational structure and its strengths and shortcomings in relation to foreseeable changes Research and review current and predicted external labour supply data, and demographic and economic data, to forecast human resources supply Review staffing budgets to predict cost of workforce changes
BSBHRM504A/02	Develop workforce objectives and strategies
	<ul style="list-style-type: none"> Establish objectives for the modification to or retention of the workforce Define objectives to address areas with unacceptably high staff turnover Define objectives to retain required skilled labour Define strategies to source skilled labour Communicate objectives and rationale to relevant stakeholders Obtain agreement and endorsement for objectives and establish targets Develop contingency plans to cope with extreme situations
BSBHRM504A/03	Implement initiatives to support workforce planning objectives
	<ul style="list-style-type: none"> Implement action to support agreed objectives for recruitment, training, redeployment and redundancy Develop and implement strategies to assist workforce to deal with organisational change Implement succession planning system to ensure desirable workers are developed and retained Implement programs to ensure workplace is an employer of choice
BSBHRM504A/04	Monitor and evaluate workforce trends
	<ul style="list-style-type: none"> Review workforce plan against patterns in exiting employee and workforce changes Monitor labour supply trends for areas of over- or under-supply in the external environment Monitor effects of labour trends on demand for labour Survey organisational climate to gauge worker satisfaction Refine objectives and strategies in response to internal and external changes and make recommendations in response to global trends or incidents Regularly review government policy on labour demand and supply Evaluate effectiveness of change processes against agreed objectives

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Ensure a safe workplace BSBOHS509A

Element/Performance criteria	
BSBOHS509A/01	Establish and maintain an OH&S system
	<ul style="list-style-type: none"> • Locate and communicate OHS policies which clearly express the organisation's commitment to implement relevant OHS legislation in the enterprise • Define OHS responsibilities for all workplace personnel in accordance with OHS policies, procedures and programs • Identify and approve financial and human resources for the effective operation of the OHS system
BSBOHS509A/02	Establish and maintain participative arrangements for the management of OH&S
	<ul style="list-style-type: none"> • Establish and maintain participative arrangements with employees and their representatives in accordance with relevant OHS legislation • Appropriately resolve issues raised through participative arrangements and consultation • Promptly provide information about the outcomes of participation and consultation in a manner accessible to employees
BSBOHS509A/03	Establish and maintain procedures for identifying hazards, assessing and controlling risks
	<ul style="list-style-type: none"> • Develop procedures for ongoing hazard identification, and assessment and control of associated risks • Include hazard identification at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created by the proposed changes • Develop and maintain procedures for selection and implementation of risk control measures in accordance with the hierarchy of control • Identify inadequacies in existing risk control measures in accordance with the hierarchy of control and promptly provide resources to enable implementation of new measures • Identify intervention points for expert OHS advice

BSBOHS509A/04	Establish and maintain a quality OH&S management system
	<ul style="list-style-type: none"> • Develop and provide an OHS induction and training program for all employees as part of the organisation's training program • Utilise system for <i>OHS record keeping</i> to allow identification of patterns of occupational injury and disease in the organisation • Measure and evaluate the OHS system in line with the organisation's quality systems framework • Develop and implement improvements to the OHS system to achieve organisational OHS objectives • Ensure compliance with the OHS legislative framework so that legal OHS standards are maintained as a minimum

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Facilitate continuous improvement BSBMGT516A

Element/Performance Criteria	
BSBMGT516A/01	Lead continuous improvement systems and processes
	<ul style="list-style-type: none"> • Develop strategies to ensure that team members are actively encouraged and supported to participate in decision making processes, and to assume responsibility and exercise initiative as appropriate • Establish systems to ensure that the organisation's continuous improvement processes are communicated to all stakeholders • Develop effective mentoring and coaching processes to ensure that individuals and teams are able to implement and support the organisation's continuous improvement processes
BSBMGT516A/02	Monitor and adjust performance strategies
	<ul style="list-style-type: none"> • Develop strategies to ensure that systems and processes are used to monitor operational progress and to identify ways in which planning and operations could be improved • Adjust and communicate strategies to all stakeholders according to organisational procedures
BSBMGT516A/03	Manage opportunities for further improvement
	<ul style="list-style-type: none"> • Establish processes to ensure that team members are informed of outcomes of continuous improvement efforts • Ensure processes include documentation of work team performance to aid the identification of further opportunities for improvement • Consider areas identified for further improvement when undertaking future planning



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