



**Australian Government**

# **BSBPMG413 Apply project human resources management approaches**

**Release: 1**

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## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Application

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 the learning and development needs of people working on the project, facilitating these needs being met, and resolving conflict in the team.

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

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

## Unit Sector

Management and Leadership – Project Management

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Assist in determining human resource requirements	1.1 Analyse work breakdown structure to determine human resource requirements 1.2 Prepare a skills analysis of project personnel against project task requirements 1.3 Assist in assigning responsibilities for achieving project deliverables
2. Contribute to establishing and maintaining productive team relationships	2.1 Actively seek views and opinions of team members during task planning and implementation 2.2 Promote cooperation and effective activities, goals and relationships within team 2.3 Communicate with others using styles and methods appropriate to organisational standards, group expectations and desired outcomes 2.4 Communicate information and ideas to others in a logical, concise and understandable manner 2.5 Regularly seek feedback on nature and quality of work relationships, and use feedback as basis for own improvement and development
3. Assist with human resource monitoring	3.1 Monitor work of project personnel against assigned roles and responsibilities within delegated authority levels 3.2 Monitor and control actual effort against project plan 3.3 Review skill levels against allocated tasks and recommend solutions, where required, to others 3.4 Advise others within delegated authority when assigned responsibilities are not met by project personnel 3.5 Undertake work in a multi-disciplinary environment according to established human resource management practices, plans, guidelines and procedures 3.6 Resolve conflict within delegated authority according to agreed dispute-resolution processes 3.7 Assist in offering human resource development opportunities to individuals with skill gaps
4. Contribute to	4.1 Contribute to assessing effectiveness of project human

ELEMENT	PERFORMANCE CRITERIA
evaluating human resource practices	resources management 4.2 Document lessons learned to support continuous improvement processes

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

Skill	Performance Criteria	Description
Learning	2.5	<ul style="list-style-type: none"> <li>Actively seeks feedback from others as a strategy to improve own skills or knowledge</li> </ul>
Reading	1.1-1.3, 3.2, 3.3, 3.5	<ul style="list-style-type: none"> <li>Identifies and interprets information from organisational documentation</li> </ul>
Writing	1.2, 2.3, 2.4, 3.4, 4.1, 4.2	<ul style="list-style-type: none"> <li>Develops a range of documents using structure and vocabulary appropriate to audience, context and purpose</li> </ul>
Oral Communication	2.1-2.5, 3.3, 3.4, 3.6, 3.7	<ul style="list-style-type: none"> <li>Participates in a range of verbal exchanges using clear language and appropriate non-verbal features to provide and seek information</li> <li>Uses active listening and questioning techniques to elicit views and opinions of others</li> </ul>
Navigate the world of work	1.3, 3.4	<ul style="list-style-type: none"> <li>Understands responsibilities associated with own role</li> </ul>
Interact with others	2.1-2.5, 3.3, 3.4, 3.6, 3.7	<ul style="list-style-type: none"> <li>Uses accepted communication practices and protocols when sharing or providing information</li> <li>Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction</li> <li>Uses a range of strategies to facilitate solutions to conflicts</li> </ul>
Get the work done	1.3, 3.1-3.3, 3.5, 3.6, 4.1	<ul style="list-style-type: none"> <li>Plans and implements required tasks, monitors actions against requirements, and adjusts plans and resources to cope with contingencies</li> <li>Reflects on outcomes to identify opportunities for future improvement</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSBPMG413 Apply project human resources management approaches	BSBPMG413A Apply project human resources management approaches	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)