

**XXX123****Manage food industry projects****Unit Descriptor**

This unit provides the skills and knowledge to enable participants to effectively manage projects within food industry enterprises. It covers aspects of project management and the provision of commercial services.

The content of this unit draws extensively upon the endorsed unit *VPAU683 Manage science or technology-based project*.

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

**Employability Skills**

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The qualification's Employability Skills Summary in which this unit is included, will assist in identifying employability skill requirements

**Application of the Unit**

This unit of competency would be applied by those supervisors or production managers operating in a food industry enterprise who have responsibility for managing projects.

The unit requires the application of high level interpersonal , analytical and planning skills. The supervisors/managers are typically required to design, monitor, review and improve these arrangements to maximise the outcomes for all of the stakeholders.

**ELEMENT**

Elements describe the essential outcomes of a unit of competency.

1 Analyse the scope and requirements of the project

2 Develop project action plan

**PERFORMANCE CRITERIA**

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

1.1 Access ***relevant documentation*** to clarify the project scope and outcome requirements.

1.2 Seek clarification from the ***delegating authority*** of the ***key stakeholders*** and any issues related to the project and its ***parameters*** including clear definition of the aims and scope.

1.3 Determine the relationship of the project to other projects and to the organisation's objectives

1.4 Determine and source appropriate resources to undertake the project including methodologies and tools

1.5 Clarify project budget and timelines

2.1 Establish time management, resources allocation and financial requirements

- 2.2 Finalise project budget and confirm with funding authority
- 2.3 Formulate risk management plan for project
- 2.4 Confirm project plan with key stakeholders and team members
- 2.5 Document project plan according to enterprise requirements
- 2.6 Finalise document after gaining any necessary approvals
- 3 Conduct the project
  - 3.1 Advise team members of responsibilities and provide *support* where necessary
  - 3.2 Assign resources in timely fashion
  - 3.3 Monitor project finances, resources (human, physical and technical ) and quality of outcomes
  - 3.4 Maintain records adequately
  - 3.5 Apply risk management strategies to address any risks as they arise
  - 3.6 Finalise project on achievement of the goals and obtain any necessary sign offs
  - 3.7 Review project with team members against original project plan and scope to identify shortfalls and/or process improvements

## REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

### Skills required

- Ability to locate and analyse data
- Ability to manage people and resources
- Ability to plan and document plans
- Ability to prepare project budgets
- Ability to solve problems quickly and effectively
- Ability to use project management and reporting software
- Highly developed communication and interpersonal skills
- Scheduling and organisational skills

### Knowledge required

- Well developed knowledge of the Australian food industry
- Well developed knowledge of sectoral changes

- Well developed knowledge of relevant technological changes
- Well developed knowledge of current and emerging markets
- Good knowledge of risk management techniques
- Good knowledge of project management techniques
- Good knowledge of relevant legislation , codes and standards
- Knowledge of relevant software

## RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

**Relevant documentation** includes but is not limited to

- contract or other agreement
- documents outlining the intended outcomes
- project brief
- project plan or summary

**A delegating authority** may be

- client or customers (internal and external)
- funding bodies
- manager or management representative
- project sponsor

**Key stakeholders** include but are not limited to

- client or customers (internal and external)
- funding bodies
- manager or management representative

**Parameters may include**

- project sponsor
- funding for the project
- integration of the project within the organisation
- legislation and quality standards
- physical, human and technical resources available or required for the project
- procurement requirements associated with the project
- reporting requirements
- risks associated with the project including OH&S
- scope of the project
- timelines
- assigning a mentor
- coaching
- providing appropriate professional development activities

**Support to team members** may include but is not limited to

*A range of data collecting techniques* includes but is not limited to

- regular meetings to discuss problems
- analysis of complaints
- focus groups
- one to one interviews
- review of industry statistics and trends
- role plays
- surveys
- change in compliance requirements
- change in market demand
- completion of key stages
- costs outweighing benefits
- critical incidents
- legislative change
- shortfall in funding
- technological change

*Suitable exit points and triggers* include but are not limited to

## EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment section in Section B of the accreditation submission.

### Overview of Assessment

The emphasis in assessment should be of the participant's competence in dealing with real world project management. Wherever possible assessment should be through the ongoing assessment of an actual workplace project. Assessment may be combined with the assessment of other units

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

- To be considered competent in this unit the participant must be able to demonstrate the knowledge and skills required to achieve all of the elements of competency and associated performance criteria. Participants must also be able to demonstrate all required skills and knowledge separately listed in this unit descriptor. Critically they must be able to :
  - Establish the scope and intended outcomes of a food industry project in association with key stakeholders
  - Conduct risk analyses and establish appropriate contingency plans
  - Allocate resources appropriately through the development of a project budget
  - Implement project plans and adapt where necessary
  - Use valid techniques for measurement of progress

- Provide team leadership and support

**Context of and specific resources for assessment**

Assessment requires :

- an actual or simulated workplace project to manage.
- access to all relevant documentation
- access to appropriate project management resources
- a qualified mentor/assessor

**Method of assessment**

Assessment should take place over a period of time and will require examination of :

- Project plans
- Project budgets
- Risk management strategies
- Participant's review of project progress
- Team members' review of project management