

# Elemental Micro-Credentials

## Directory



Learn what you need, when you need it.

Micro-credentials enable people to build on their knowledge and skills over time, supporting lifelong learning. In a workforce shaped by automation and AI (Industry 4.0), micro-credentialing provides an essential mechanism for continuous professional development. Workers can acquire new capabilities as needed - and with the credentials to prove it - so they can transition smoothly between roles, industries, and levels of leadership. Below are core capabilities required for the management and leadership of projects.

The nationally recognised micro-credentials below can be achieved individually or collect the set (12 micro-credentials) to achieve the BSB50820 Diploma of Project Management qualification.



**BSBPMG540 - Manage project integration**

**BSBPMG533 - Manage project cost**

**BSBPMG535 - Manage project information and communication**

**BSBPMG534 - Manage project human resources**

**BSBPMG530 - Manage project scope**

**BSBPMG532 - Manage project quality**

**BSBPMG538 - Manage project stakeholder engagement**

**BTWK502 - Manage team effectiveness**

**BSBPMG531 - Manage project time**

**BSBPMG536 - Manage project risk**

**BSBPMG539 - Manage project governance**

**BSBPEF502 - Develop and use emotional intelligence**

Nationally Recognised  
Micro-  
Credential

# BSBPMG540

# Manage project integration

Like the conductor of an orchestra, the project manager coordinates, balances, and leads all project management functions and participants - shaping them into a cohesive whole. This is integration management, and it's what sets the project manager apart from other project personnel. They pull it all together - scope, time, cost, quality, people, risk, governance - to provide an holistic, integrated view of the project as it moves through the phases of the project life cycle.

To achieve this micro-credential, learners must demonstrate that they have:

- worked closely with others to integrate all project management functions
- negotiated with stakeholders
- created accurate project documentation
- maintained links to align project objectives with organisational objectives

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This micro-credential results in a Statement of Attainment in the unit of competency BSBPMG540 - Manage project integration.

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**Nationally Recognised  
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# BSBPMG530 Manage project scope

Scope Management in predictive project delivery approaches, such as methodologies aligned with the PMBoK Guide, is all about agreeing what a project will (and what it won't) deliver. Done well, it helps manage expectations and avoid scope-creep. It involves obtaining project authorisation, documenting the scope of work, and applying a change control process when change requests arise.

To achieve this micro-credential, learners must demonstrate that they have:

- collaborated with stakeholders to produce a scope-management plan including a work breakdown structure (WBS)
- reviewed and documented scope-management implementation and recommended improvements.

This micro-credential results in a Statement of Attainment in the unit of competency *BSBPMG530 - Manage project scope*.

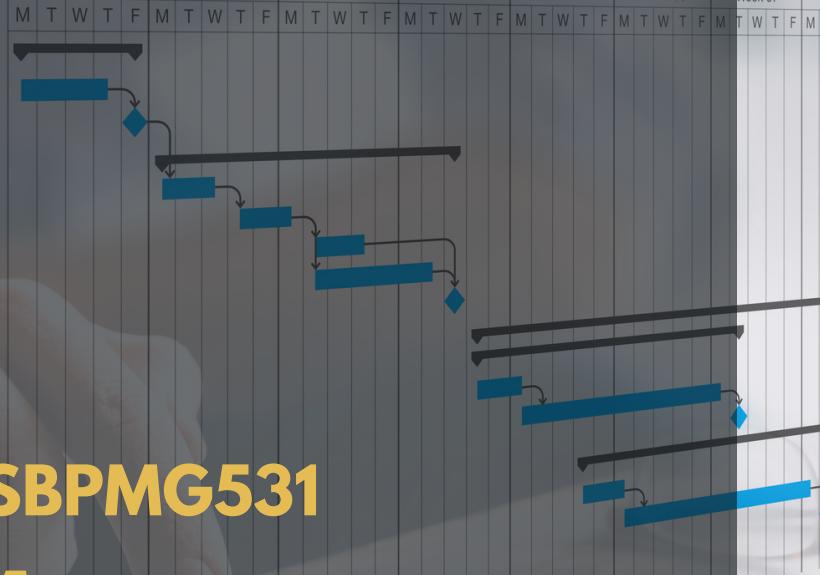
Collect the set (12 micro-credentials) to achieve the BSB50820 Diploma of Project Management qualification.



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Week 01		Week 02		Week 03		Week 04		Week 05		Week 06		Week 07		Week 08	
M	T	M	T	M	T	M	T	M	T	M	T	M	T	M	T



**BSBPMG531**

# Manage project time

"Delivered on schedule..." one of the classic hallmarks of project success. Difficult to do, but well supported by wide range of sophisticated scheduling tools. Delivering a project on-time involves developing the schedule in consultation with team members and other stakeholders, monitoring progress and applying schedule compression techniques when needed, and assessing time management outcomes to identify lessons learned for future projects.

To achieve this micro-credential, learners must demonstrate that they have:

- developed a project schedule using project management tools and techniques
- conducted a review of project scheduling and recommended improvements for the future.

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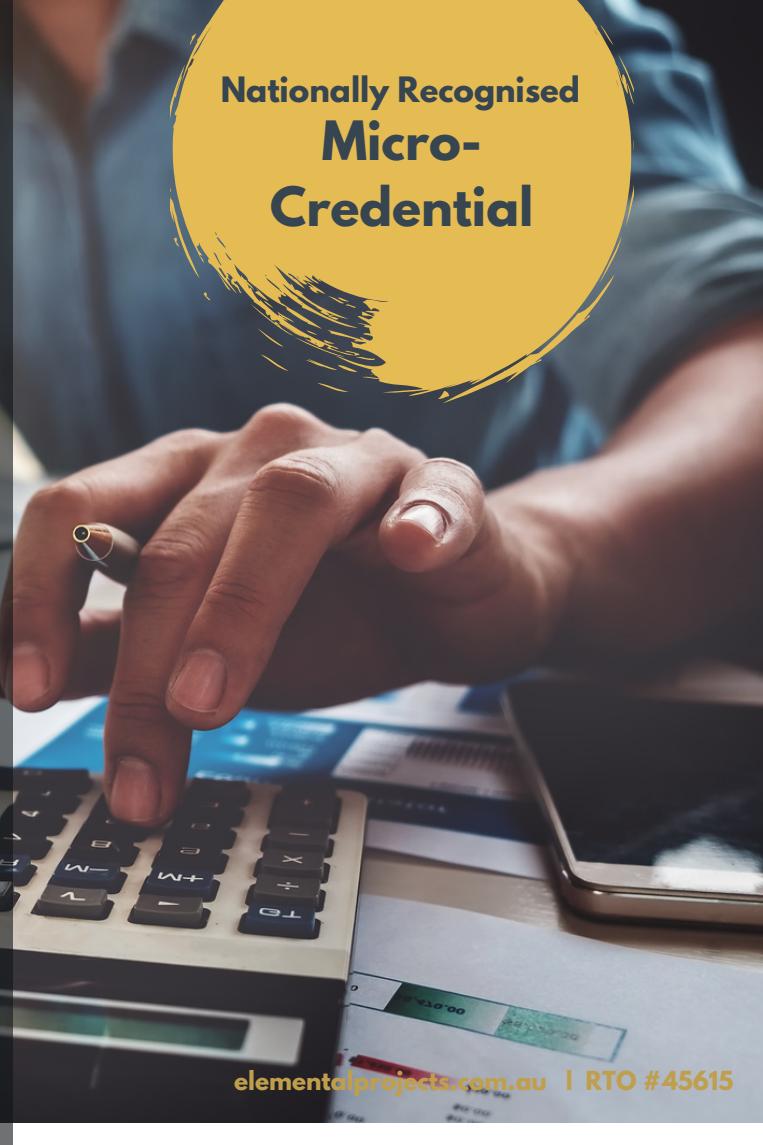
Nationally Recognised  
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# BSBPMG533 Manage project cost

To deliver a project within the planned budget, the project manager needs to identify, estimate, and refine project costs to produce a project cost estimate (cost baseline). Time-phasing these cost estimates to produce a project budget and/or performance measurement baseline (PMB) and/or cash-flow analysis provides reliable tools for monitoring and controlling costs throughout the project life cycle.

To achieve this micro-credential, learners must demonstrate that they have:

- developed project cost plans
- monitored costs across a project's life cycle including solving cost variations and analysing possible alternatives
- recorded expenditure, created accurate financial reports and reviewed cost-management processes.



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# **BSBPMG532**

# **Manage project quality**

Quality management ensures that the products of the project will be fit-for-purpose. That, when used in a BAU environment, these products will be effective in realising the benefits for which the project was undertaken in the first place. Project professionals need to take pro-active steps to determine quality requirements, implement quality control and quality assurance processes, and use reviews and evaluation to make quality improvements throughout the project life cycle.

To achieve this micro-credential, learners must demonstrate that they have:

- documented a quality-management plan
- implemented quality control and quality assurance processes using a range of tools and methodologies.

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**BSBPMG536**

# Manage project risk



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Uncertainty is inherent in projects, and as we deliver in increasingly volatile, uncertain, complex, and ambiguous (VUCA) environments, project managers need the knowledge and skills to respond appropriately. Managing threats and opportunities that may impact the achievement of project objectives involves identifying, analysing, treating, and monitoring project risks throughout the project life cycle, and managing issues when they arise.

To achieve this micro-credential, learners must demonstrate that they have:

- conducted effective risk management processes for a project
- applied risk management techniques, strategies and tools

This micro-credential results in a Statement of Attainment in the unit of competency *BSBPMG536 - Manage project risk*.

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**BSBPMG538**

# Manage project stakeholder engagement

Effective stakeholder engagement makes or breaks projects. Research shows that communication with stakeholders is the #1 predictor of project success. Project personnel need to identify and prioritise stakeholders, engage early to explore interests and needs, plan for ongoing engagement, and seek feedback to ensure that the team, the governance structure, PMO, end users, asset owners, regulators, and everyone else impacted by the project - or able to impact it - is on board.

To achieve this micro-credential, learners must demonstrate that they have:

- developed and implemented stakeholder engagement for a project
- implemented a range of appropriate stakeholder communication mechanisms
- demonstrated leadership within the project team and for stakeholders.



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# BSBPMG535 Manage project information & communication

Information and communication management on projects links people, ideas and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.

To achieve this micro-credential, learners must demonstrate that they have:

- planned information and communication needs
- implemented processes to meet those information and communication needs
- assessed information and communication outcomes to identify areas for improvement and lessons learned for future projects

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This micro-credential results in a Statement of Attainment in the unit of competency *BSBPMG535 - Manage project information and communication*.

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# BSBPMG539

# Manage project governance

Project governance ensures that projects are supported by the right people to provide oversight, strategic decisions, support, and resources to the team. Good governance ensures that the project remains aligned with organisational goals and on-track to deliver the benefits set out in the business case or program. It provides channels of authority and funding flowing down to the project manager; and information and issue escalation flowing up, in a regular reporting cadence - the heartbeat of a project.

To achieve this micro-credential, learners must demonstrate that they have:

- developed and implemented a governance plan
- demonstrated effective team leadership
- monitored and evaluated project governance structure.

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# BSBPMG534 Manage project human resources

Managing people on projects involves planning for human resources (who will be on the team and what they will do), clarifying roles, allocating work, providing training and development where needed, and giving feedback, support, and direction to ensure that project team members are willing and able to do their best work.

To achieve this micro-credential, learners must demonstrate that they have:

- identified and organised project personnel training and development
- managed project personnel to achieve project outcomes
- applied human resource management (HRM) methods, techniques and tools to the project.

This micro-credential results in a Statement of Attainment in the unit of competency *BSBPMG534 - Manage project human resources*.

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**BSBPEF502**

# Develop and use emotional intelligence

Emotional intelligence has emerged as a core capability for effective project leaders. It involves self-awareness, self-management, social awareness and relationship management in the workplace.

To achieve this micro-credential, learners must demonstrate that they have:

- developed assessment criteria to assess personal emotional strengths and weaknesses
- conducted an analysis to identify personal emotional triggers, incorporating feedback from others
- analysed and documented interactions with co-workers
- developed and implemented plans for responding to emotional expressions
- applied techniques that promote flexibility in interactions with others and shown consideration for the emotions of others.

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**BTWK502**

# Manage team effectiveness

Turning a diverse group of professionals into a cohesive, high-performing team is at the heart of project leadership. Effective teams have a shared vision and commitment to project success. They value diversity, support each other, and hold themselves and each other accountable for project performance.

To achieve this micro-credential, learners must demonstrate that they have:

- provided feedback to encourage, value and reward others
- fostered a shared understanding of purpose, roles and responsibilities
- supported the team to meet expected performance outcomes
- developed performance plans with KPIs
- communicated effectively with a range of stakeholders about team performance
- responded to issues, concerns and problems raised by stakeholders.



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# Awards and recognition

- ★ 'Best 70:20:10 Learning Model' and 'Best Blended Learning Model' (Platinum Award Winner)  
- 2020 LearnX Impact Awards
- ★ 'Excellence in Learning' (Gold Award Winner)  
- 2020 Brandon Hall Group HCM Awards
- ★ 'Best Leadership Program' (Finalist) and 'Best Use of Gamification for Learning' (Highly Commended)  
- 2020 AITD National Training Excellence Awards
- ★ 'Best Training and Mentoring Program' (Finalist)  
- 2020 Australian Defence Industry Awards
- ★ 'Best Team Building Project' (Platinum Award Winner)  
- 2017 LearnX Impact Awards

## Empowering purpose driven projects

In support of 'good work, done well', Elemental Projects launched the SDG Project Management Scholarship, training project teams whose projects align with one or more of the 17 Sustainable Development Goals published by the United Nations.



## Clients and partners

Our team have worked with the following organisations directly or in partnership with the John Grill Centre for Project Leadership at the University of Sydney, UTS, ACU, the Australian Institute of Management, TAFE NSW, Academy Global, Kaplan Professional Education, and Defence Connect.

### Defence, Engineering, Construction, Utilities

Defence Materiel Organisation (DMO) & Capability Acquisition & Sustainment Group (CASG)  
Lendlease  
Thales Australia  
Roads & Maritime Services (RMS)  
Transport for NSW  
Turnkey Engineering  
Geodis Wilson  
DB Schenker  
SMEC  
Interflow  
GHD  
Sydney Water

### Cultural, Sustainability and Environment,

NSW Department of Planning, Industry & Environment (DPIE)  
NSW Environmental Trust  
NSW Office of Environment & Heritage  
Environmental Protection Authority (EPA)  
Environmental Earth Sciences  
Local Aboriginal Land Councils (multiple in NSW)  
Willing Consultancy  
Marcia Ella Consulting

### Health, Education, Community Service, NFP

University of Sydney  
John Grill Centre for Project Leadership  
Centre for Continuing Education  
Australian Catholic University  
NSW Department of Education  
Local Government - City of Ryde, Willoughby City Council, City of Sydney  
Catholic Education Office  
Bupa  
Sydney IVF  
Catholic Care  
Hammond Care  
Just Better Care  
Australian Red Cross Blood Service  
Amnesty International Australia  
Solomon Islands Government

### Financial Services, Telco, Business

Gilbert & Tobin  
Optus  
Commonwealth Bank of Australia  
Westpac Banking Corporation  
Macquarie Bank  
MicroChannel Services  
NRMA  
Samsung  
Gloria Jeans Coffees  
Reckitt Benckiser  
Cegedim Market Research  
Standards Australia  
Pernod Ricard  
Solomon Islands Government