Mapping to Unit BSBADM307B Organise Schedules

This unit covers managing appointments and diaries for personnel within an organization using both manual and electronic diary and appointment systems. The following table maps elements to the manual from Microstar Publishing titled **BSBADM307B Organise Schedules Microsoft Outlook 2013**. Manual content is designed to satisfy each elements performance criteria in keeping with the associated range statement. The manual is structured so that theory and manual processes are covered in chapter 1 while the remainder of the book covers using an electronic system, Microsoft Outlook 2013 to organise schedules.

Element and Performance Criteria		
1. Establish schedule requirements		
1.1	Identify organisational requirements and protocols for diaries and staff planning tools	Ch 1 Organise
1.2	Indentify organisational procedures for different types of appointments	Ch 1 Organise
1.3	Determine personal requirements for diary and schedule items for individual personnel	Ch 1 Organise
1.4	Establish appointment priorities and clarify in discussion with individual personnel	Ch 1 Organise
2. Manage schedules		
2.1	Identify recurring appointments and deadlines and schedule these in accordance with required timelines and diary commitments	Ch 1 Organise Ch 6 Calendar
2.2	Establish availability of attendees and schedule new appointments in accordance with required timelines and diary commitments	All chapters
2.3	Negotiate alternative arrangements and confirm when established appointments are changed	All chapters
2.4	Record appointments and manage schedules in accordance with organisational policy and procedures	All chapters