

ASTH407 - SQA Unit Code F7D5 04

Manage housing projects and contractors



Overview

This standard is about managing a project for which you have been given responsibility. This involves developing and agreeing a plan for the project, monitoring and controlling implementation of the plan. It also involves ensuring that the project achieves its key objectives and is completed to the satisfaction of the project sponsor(s) and any key stakeholders.

Performance criteria

- You must be able to:*
- P1 agree the key objectives and the available resources for the project with key stakeholders
 - P2 develop a realistic and thorough plan for undertaking the project and achieving the objectives
 - P3 determine the roles and responsibilities of project team members and provide ongoing information and support
 - P4 manage potential risks arising from the project and deal with contingencies
 - P5 arrange tendering processes for sub-contracted work in accordance with your organisational procedures
 - P6 select contractors, negotiate and issue contracts in line with legal and organisational requirements
 - P7 monitor, control and review progress during implementation of the project plan
 - P8 take any required action to rectify problems with project delivery
 - P9 meet the project management, information and data requirements of the project sponsors and key stakeholders
 - P10 review the success of the project in meeting its objectives and use the findings to inform future practice

Knowledge and understanding

You need to know and understand:

- K1 your organisation's procedures and priorities for setting up projects
- K2 how to identify the nature and scale of work which is required
- K3 how to determine the resources required for successful project delivery
- K4 how to organise and construct a project plan
- K5 how to set project objectives
- K6 how to assess and manage risk
- K7 the legal requirements and codes of practice applicable to your work
- K8 organisational procedures for health and safety, confidentiality and information sharing
- K9 sources of information available to you
- K10 how to work in partnership with key people both inside and outside your organisation
- K11 how to develop project specifications and invitations to tender
- K12 the requirements of your organisation's procedures with regard to selecting contractors and offering contracts
- K13 organisational policies, procedures, legal requirements and sub-contractual arrangements covering work delivered by contractors
- K14 the roles, responsibilities, accountability and duties of other departments and external parties in delivery of the project
- K15 how to monitor and control project delivery
- K16 the range of options open to you if delivery is at risk
- K17 the requirements of project sponsors and key stakeholders
- K18 how to evaluate and draw useful conclusions from the outcomes of the project

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Developed by	Asset Skills
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Originating organisation	Asset Skills
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Relevant occupations	Health, Public Services and Care; Health and Social Care; Managers and Senior Officials; Managers and Proprietors in Hospitality; Housing Manager
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Suite	Housing
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