

Unit FM313 Monitor and report on progress and the use of resources  
(SQA Unit Code FG7C 04)

This unit is imported from ECITB (unit PC 62)

This unit is for first-line managers/supervisors at work in the FM environment. It is about the competence to monitor and report on the key project control parameters of progress and resource usage. The activities utilise the developed and approved budgets, programmes and schedules as the sources against which progress and usage are monitored and reported

Performance Criteria

You must be able to do the following:

1. Check that the systems for collecting resource usage and progress data are in operation
2. Advise those with the authority to initiate corrective actions where the systems for collecting resource usage and progress data are not working effectively
3. Use the project systems set up to process and analyse progress, resource usage and commitment data
4. Review and report on resource usage, commitment and progress data
5. Identify and report on variances between planned and actual achievements

Knowledge and Understanding for this unit

You must know and understand the following:

- a. systems and methods available for the collection and collation of resource usage and progress data
- b. means of assessing resource usage, commitment and progress data against budgets and plans
- c. use of the work breakdown structure as a basis for monitoring resource usage and progress
- d. an appreciation of key performance indicators and their use within projects
- e. means of reporting and presenting resource usage, commitment and progress data and information