Improve
food & drink sector skills council

637 Principles of change project management in a food environment		
SQA Unit Code		**H158 04**
Level 3	**SCQF Level 7**	**SCQF Credit value 4**

Unit Summary
This unit is about understanding the principles of improvement project management activities. It includes understanding the various techniques of project management and of team building, coaching, monitoring performance and communication methods available to you, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

This unit is for you if you are a manager in food and drink manufacturing operations with responsibility for managing improvement projects.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You need to know and understand:

Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.

1. Project scope identification to determine the need for a full project plan
2. The need for specific, measurable, realistic project objectives and deliverables, allowing progress to be monitored and measured
3. The tools and techniques available for project planning and monitoring
4. Effective listening and questioning
5. The provision of effective feedback, support and coaching of others
6. How projects are broken down into individual deliverable tasks
7. The formation and development of project teams to meet the identified objectives
8. The allocation of specific tasks and responsibilities matched to team member skills and abilities
9. When specialist help may be required in the project
10. How project meetings should be conducted
11. The effective presentation of information to others
12. Problems solving and the overcoming of barriers/difficulties encountered
13. Sources of relevant and specific information to support the running of the project
14. Progress monitoring
15. Project reporting to others relating to closure, completion and final status
16. Levels of authority linked to problem resolution

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;

© Final Draft Version November 2009

- evidence from company systems (e.g. Food Safety Management System)
- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written

© Final Draft Version November 2009