

CFABAA152

Plan, run and evaluate projects(SQA Unit Code-H46K 04)



Overview

Plan, run and evaluate projects to achieve planned outcomes.

Links: Project Management; Work Responsibilities

Specific skills:

1. application of number
2. analysing
3. communicating
4. evaluating
5. managing time
6. monitoring
7. organising
8. managing resources
9. prioritising
10. problem solving
11. planning

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Performance criteria

You must be able to:

Prepare and plan the project

- P1 identify all stakeholders involved in the project
- P2 agree the purpose of the project with all relevant stakeholders
- P3 identify and agree the project scope, timescale, aims and objectives
- P4 prepare a project specification
- P5 agree a budget for the project
- P6 confirm all types of resources needed for the project
- P7 plan the project and timed use of all types of resources
- P8 identify risks and develop contingency plans for the project
- P9 sign off the project plan with the appropriate level of authority and with the relevant stakeholders
- P10 prepare a project communication plan

Run the project

- P11 establish the project team
- P12 implement and monitor the project plan
- P13 communicate with all those involved in or affected by the project
- P14 adapt project plans to respond to unexpected events
- P15 provide interim reports on project progress
- P16 achieve required outcomes on time and to budget

Evaluate the project

- P17 evaluate all aspects of the project
- P18 report on the degree to which the project met its aims and objectives
- P19 report on project strengths and areas for improvement

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Knowledge and understanding

You need to know and understand:

Prepare and plan the project

- K1 the purpose of identifying the stakeholders involved in the project
- K2 the difference between managing operations and managing projects
- K3 the advantages and disadvantages of using projects
- K4 how to decide when a project is the appropriate way of achieving outcomes
- K5 how to define a project's purpose, scope, timescale, costs, aims and objectives
- K6 the benefits and value of defining a project's purpose, scope, timescale, costs, aims and objectives
- K7 how to agree a budget for the project
- K8 how to estimate the types and quantity of resources required to run the project
- K9 how to identify project risks and develop contingency plans
- K10 the tools that can be used to assist project planning and control
- K11 how to develop contingency plans for a project
- K12 how to establish a communication plan for a project

Run the project

- K13 how to establish a project team
- K14 how to monitor projects and the methods that can be used
- K15 methods of communication and how to use them to make sure the project runs smoothly
- K16 the purpose and value of being flexible and adapting project plans when necessary
- K17 how to estimate and control resources during a project
- K18 the purpose of interim reporting
- K19 the purpose and value of achieving projects within agreed timescales

Evaluate the project

- K20 how to evaluate projects and learn lessons for the future

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Developed by CFA Business Skills @ Work

Version number 1

Date approved April 2010

Indicative review date April 2012

Validity Current

Status Original

Originating organisation CFA Business Skills @ Work

Original URN BAA152

Relevant occupations Business, Administration and Law; Administration; Administration and Secretarial Occupations

Suite Business and Administration NOS (2010)

Key words business, administration, projects
