



Unit title	Project Management 1
SQA code	H8R5 04
SCQF level	7
SCQF credit points	4
SSC Ref	N/A

History of changes

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Version number	Date	Description	Authorised by

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Title		Project Management 1	
Learning Outcomes		Assessment Criteria	
The candidate will:		The candidate can:	
1	Understand why organisations use project management.	1.1	Explain the difference between routine and project work.
		1.2	Describe the elements of project work.
		1.3	Outline the benefits of project management to an organisation.
2	Be able to plan projects.	2.1	Define clear goals for a project.
		2.2	Describe project resource requirements.
		2.3	Use project planning tools.
		2.4	Create a project schedule.
		2.5	Identify project communication needs.
		2.6	Assess potential risks to the successful completion of a project.
		2.7	Explain actions to minimise risk.
3	Be able to review projects at all stages.	3.1	Describe different methods for monitoring projects.
		3.2	Outline reasons for reviewing projects during and after completion.
		3.3	Monitor a project against plan.
		3.4	Amend a project plan in response to monitoring activity.
		3.5	Review a project plan.

Additional information about the Unit
Unit purpose and aim(s)
This Unit is designed to develop the candidates knowledge, understanding and skills of managing projects. Candidates will cover the use of project management in organisations and will develop their skills in using project management tools to plan, monitor and review projects.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
N/A
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Candidates must cover all the Learning Outcomes and Assessment Criteria.

This Unit is designed to assess the skills of candidates in the workplace. Observation of candidates performance can only be carried out on-the-job and should be the preferred source of evidence of competent performance.

Collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may arise in situations where evidence from direct observation of the candidates on-the-job is deemed insufficient to fully meet the required standards. Supplementary evidence may include:

- ◆ witness testimony
- ◆ questioning
- ◆ professional discussion
- ◆ product and photographic evidence
- ◆ relevant active documentation, reports, presentations
- ◆ other valid evidence which relates directly to candidates performance on-the job

Evidence for this Unit is likely to be presented in the form of a portfolio.

Guidance on Instruments of Assessment

SQA's Guide to Assessment provides further information on appropriate Instruments of Assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website **www.sqa.org.uk**.