

309 Plan and run projects

Summary

Plan and run projects to achieve agreed outcomes.

You will apply the following skills:

- Planning
- Organising
- Communicating
- Managing resources
- Managing time
- Problem solving
- Prioritising
- Monitoring

Performance Indicators

You will:

Plan the projects

1. Confirm the purpose, aims and objectives of the projects
2. Agree the project specification
3. Confirm resources for the projects
4. Plan the projects and agree use of resources
5. Agree timescales for the projects

Run the project

6. Implement and monitor the projects
7. Seek advice in response to unexpected events
8. Achieve required outcomes on time and to budget
9. Report on projects outcomes
10. Evaluate the projects to identify strengths and weakness in planning and implementation

Knowledge

You will know:

1. Why it is important to define a project's purpose, aims and objectives
2. The project planning methodologies appropriate to the type of project you plan and run
3. How to monitor a project and the methods you can use
4. Who to approach for advice on problems
5. Why it is important to be flexible and adapt a project's plans when necessary
6. Why it is important to achieve a project's outcomes within agreed timescales
7. How to report the outcomes of a project
8. How to evaluate projects
9. Why it is important to evaluate projects