J6WT 04 - Support organisational projects

Overview

This standard is about providing administrative support to organisational projects. It covers support in the planning, implementation and monitoring of projects to achieve the outcomes. It includes communicating with all those involved in the projects, keeping records of project activities and preparing progress reports.

It is for professionals in business administration roles who support organisational projects.

J6WT 04 - Support organisational projects

Performance criteria

You must be able to:

1. identify all stakeholders involved in the project
2. support the project team by preparing information which confirms the purpose of the project with all relevant stakeholders
3. support the project team by preparing information which confirms the project scope, timescale, aims and objectives
4. contribute to the preparation of a project specifications and plans
5. support the project team by preparing information which confirms the activities and resources required for the project
6. contribute to the development of a contingency plan to mitigate potential risks
7. collect and collate information to implement and monitor the project to meet the agreed budget and timescales
8. communicate with all stakeholders involved in or affected by the project
9. identify any issues within your control and seek advice for those which are outside your competence and authority
10. keep records of all project activities in the agreed format
11. support the project team to provide interim reports on project progress to the relevant stakeholders at the agreed stages
12. support the project team to report project completion to all relevant stakeholders

Knowledge and understanding

You need to know and understand:

1. the difference between operations and projects
2. the relevant stakeholders involved in or affected by the project
3. the project's purpose, scope, timescale, costs, aims and objectives
4. the types of activities and quantity of resources required for projects
5. the risks associated with the project and mitigation of these
6. the tools that that are available to assist project planning and control
7. the information required to monitor projects
8. the different ways of communicating with stakeholders involved in or affected by a project to make sure it runs smoothly
9. the benefits of being flexible and adapting project plans when necessary
10. how to record project activities and the relevant formats for these
11. the difference between interim and completion reporting

J6WT 04 - Support organisational projects

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

Links to other NOS   Business Support Systems; Manage Information

J6WT 04 - Support organisational projects

Developed by	Instructus
Version Number	2
Date Approved	February 2021
Indicative Review Date	March 2026
Validity	Current
Status	Original
Originating Organisation	Instructus
Original URN	CFABAA151
Relevant Occupations	Administration and Law; Administration and Secretarial Occupations; Business
Suite	Business and Administration
Keywords	Business; administration; projects