

Overview

This standard covers basic project management of straightforward projects or events by non-specialised project managers, for example, technical staff who have responsibility for a particular project, contract or event. Projects or events could involve site improvements or visitor activities for example.

The word 'resources' may relate to external contractors.

Performance criteria

You must be able to:

- P1 identify the nature, aims and objectives of the project or event
- P2 identify the timing and location of the project or event
- P3 establish a budget for the project or event
- P4 identify resources required for the project or event
- P5 identify and agree roles and responsibilities of staff involved in the project or event
- P6 communicate the plan clearly with all relevant parties
- P7 oversee the delivery of the project or event
- P8 deal with any problems that arise with the project or event
- P9 evaluate the success of the project or event
- P10 ensure all work is carried out in accordance with relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and company policies

Knowledge and understanding

You need to know and understand:

- K1 basic project management principles, processes, tools and techniques
- K2 how to plan and manage a budget
- K3 how to plan and manage resources
- K4 legislative, environmental or health and safety issues that may impact the project
- K5 what should be included in the plan
- K6 how to communicate the plan to those who are involved
- K7 the importance of monitoring progress of the project or event
- K8 how to evaluate the success of the project or event
- K9 your responsibilities under current environmental and health and safety legislation, codes of practice and company policies

LANCS45(SQA Unit Code-F109 04)

Plan and deliver a straightforward land-based project
or event



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Relevant occupations Estate Worker; Ranger; Access Officers; Manager of Volunteers; Education and Interpretation Officers; Conservation Officers; Ecologists; Arboriculture and Forestry; Coppicing

Suite Environmental Conservation; Treework

Keywords project; event
