

ESKIPM1(SQA Unit Code- F9CW 04)

Project management software



Overview

This is the ability to use a software application that plans, organises and monitors completion of the component tasks within a project in logical sequence, given constraints of people and resource availability. This is not about managing a project although these standards may also be applicable to the project manager.

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Performance criteria

Create and define a project

P1. Create a new project file

You must be able to:

P2. **Store and retrieve** project management files effectively in line with local or legal guidelines for storage and use of data where applicable

Enter and edit information about project tasks

You must be able to:

P3. Enter and edit **task information** into project files, using templates where appropriate

P4. Apply a **task calendar** for scheduling tasks

P5. Mark any dependencies between tasks

Enter and edit information about resources for a project

You must be able to:

P6. Enter and edit information about **resources** for use in the project

P7. Assign resources to tasks

Update information about project progress

You must be able to:

P8. Use **editing** and **formatting techniques** to update project elements

P9. Update **task status** in line with progress

P10. Update information about resources as required

Select and use appropriate tools and techniques to display and report on project status

You must be able to:

P11. Select and create **project reports** to meet needs using pre-defined templates

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Knowledge and understanding

You need to know and understand:

Create and define a project

K1. Identify the main components of the project management software

K2. Identify the [information about the project](#) that must be included

Enter and edit information about project tasks

K3. Identify [types of tasks](#), milestones, deadlines and constraints

You need to know and understand:

Enter and edit information about resources for a project

K4. Identify working time and required resources

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Additional Information

Scope/range

A foundation user can use a range of basic project management software tools and techniques to input and edit straightforward or routine information about projects. Any aspect that is unfamiliar will require support and advice from others.

Project management tools and techniques will be described as 'basic' because:

1. the software tools and functions will be predefined in templates or commonly used;
2. the range of entry, manipulation and outputting techniques will be straightforward or routine; and
3. the inputting, manipulating and outputting of the information is in response to prompts and is directed by the project manager.

Examples of context: Updating project calendar with staff holiday information; editing tasks to update status during project progress

Examples of Content

The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment

Create and define a project

Project information: Tasks, timescales, resources, stages

Store and retrieve: Save, save as, find, open, close

Enter and edit information about project tasks

Task types: Fixed cost, fixed duration, fixed work

Task information: Duration, status, set reminders

Task calendar: Working-time calendar, holidays

Enter and edit information about resources for a project

Project resources: People, time, costs, equipment

Update information about project progress

Editing techniques: Cut, copy, paste, insert, delete, move

Formatting techniques: Changing colours, fonts, shading

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Tasks status: Complete, in progress, not yet started; percentage complete

Select and use appropriate tools and techniques to display and report on project status

Project reports: Task progress, project progress, resource allocation and usage, costs

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Developed by e-skills UK

Version number Version 4

Date approved 31 March 2009

Indicative review date September 2012

Validity Current

Status Original

Originating organisation e-skills UK SSC

Original URN ESKIPM1

Relevant occupations Application Support; ICT for users; Information and Communication Technology

Suite IT Users 6.2

Key words IT User, ICT, Information Technology, ITQ, Productivity
