

ESKIPM2(SQA Unit Code- F9CX 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

You must be able to:

Create and define a project

- P1. Create, [store and retrieve](#) project management files
- P2. Define the project file properties and project options

Enter and edit information about project tasks

- P3. Enter and edit [task information](#) into project files
- P4. Adjust templates for project information
- P5. Create and apply a [task calendar](#) for scheduling tasks
- P6. Set reminders for critical tasks
- P7. Set up and edit dependencies between tasks

You must be able to:

Enter and edit information about resources for a project

- P8. Identify, enter and edit information about [resources](#) for use in the project
- P9. Assign resources to tasks
- P10. Define working time and availability for resources

You must be able to:

Update information about project progress

- P11. Use [editing](#) and [formatting techniques](#) to update project elements
- P12. Update [task status](#) in line with progress
- P13. Update information about resources as required
- P14. Compare actual progress with project baseline and reschedule uncompleted tasks

You must be able to:

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

- P15. Select and create [project reports](#) to meet needs
- P16. Use filtering and formatting techniques to [display project information](#) to meet needs
- P17. Share project information with other applications

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Knowledge and understanding

You need to know and understand:

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Create and define a project

K1. Identify the critical **information about the project** that must be included

Enter and edit information about project tasks

K2. Describe **types of tasks**, milestones, deadlines and constraints

K3. Identify the critical tasks and milestones to be completed

Enter and edit information about resources for a project

K4. Describe how to address issues of resource availability and utilisation

Update information about project progress

K5. Describe the methods to update and report information about project progress

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Additional Information

Scope/range

An intermediate user can select and use a wide range of intermediate project management software tools and techniques to input and edit information that is at times non-routine or unfamiliar in order to support the planning and management of projects.

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

1. the software tools and functions used will be at times non-routine;
2. the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements; and
3. the user will take some responsibility for inputting, structuring, editing and presenting the information, which at times may be non-routine or unfamiliar.

Examples of context: Producing progress reports and updating schedules; Produce a simple project and create a Gantt chart view with tasks, durations, dependencies, resources and names

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

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, charts (eg Gantt chart)

Task duration: PERT analysis

Enter and edit information about resources for a project

Resources: people, time, costs, equipment

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Update information about project progress

Editing techniques: cut, copy, paste

Tasks status: complete, in progress, not started

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

Display project information: task lists, project costs, critical path, resource assignment

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Suite IT Users 6.2

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