

# ESKIPM3(SQA Unit Code- F9CY 04)

## Project management software



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### 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
- P3. Create master and sub-projects
- P4. Create links across projects and manage changes to linked tasks

#### Enter and edit information about project tasks

*You must be able to:*

- P5. Enter and edit [task information](#) into project files
- P6. Adjust templates for project information
- P7. Create and apply a [task calendar](#) for scheduling tasks
- P8. Define and set reminders for critical tasks
- P9. Define and set up dependencies between tasks

#### Enter and edit information about resources for a project

*You must be able to:*

- P10. Enter and edit information about [resources](#) for use in the project
- P11. Assign resources to tasks
- P12. Define working time and availability for resources

#### Update information about project progress

*You must be able to:*

- P13. Use editing and formatting techniques to update project elements
- P14. Update [task status](#) in line with progress
- P15. Update information about resources as required
- P16. Compare actual progress with project baseline and reschedule uncompleted tasks

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

*You must be able to:*

- P17. Select and create [project reports](#) to meet needs
- P18. Use filtering and formatting techniques to [display project information](#) to meet needs

#### P19. 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. Explain the critical [information about the project](#) that must be included

#### Enter and edit information about project tasks

K2. Explain [types of tasks](#), milestones, deadlines and constraints

K3. Explain how [critical tasks](#) are determined

#### Enter and edit information about resources for a project

K4. Explain how to resolve issues of resource availability and utilisation

#### Update information about project progress

K5. Explain relevant information about project progress

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### Additional Information

#### Scope/range

An advanced user can select and use a wide range of advanced project management software tools and techniques to input and modify complex information to support the planning and management of multiple projects.

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

1. the software tools and functions used will be complex and at times require the user to search for and apply a solution or alternative approach by exploring technical support, or self-teaching;
2. approaches to the inputting, manipulating and outputting of information will be complex, and will involve research, identification and application; and
3. the user will take full responsibility for inputting, structuring, editing and managing the information within the software package.

#### Examples of context:

#### 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

**Critical tasks:** milestone

#### Enter and edit information about resources for a project

**Resources:** people, time, costs, equipment

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### **Update information about project progress**

**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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**Developed by** e-skills UK

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**Version number** Version 4

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**Date approved** 31 March 2009

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**Indicative review date** September 2012

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**Validity** Current

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**Status** Original

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**Originating organisation** e-skills UK SSC

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**Original URN** ESKIPM3

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

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**Suite** IT Users 6.2

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

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