

CFABAA152 - SQA Unit Code FE19 04

Plan, run and evaluate projects



Overview

Plan, run and evaluate projects to achieve planned outcomes.

Links: Project Management; Work Responsibilities

Specific 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

Performance criteria

You must be able to:

Prepare and plan the project

- P1 identify all stakeholders involved in the project
- P2 agree the purpose of the project with all relevant stakeholders
- P3 identify and agree the project scope, timescale, aims and objectives
- P4 prepare a project specification
- P5 agree a budget for the project
- P6 confirm all types of resources needed for the project
- P7 plan the project and timed use of all types of resources
- P8 identify risks and develop contingency plans for the project
- P9 sign off the project plan with the appropriate level of authority and with the relevant stakeholders
- P10 prepare a project communication plan

Run the project

- P11 establish the project team
- P12 implement and monitor the project plan
- P13 communicate with all those involved in or affected by the project
- P14 adapt project plans to respond to unexpected events
- P15 provide interim reports on project progress
- P16 achieve required outcomes on time and to budget

Evaluate the project

- P17 evaluate all aspects of the project
- P18 report on the degree to which the project met its aims and objectives
- P19 report on project strengths and areas for improvement

Knowledge and understanding

You need to know and understand:

Prepare and plan the project

- K1 the purpose of identifying the stakeholders involved in the project
- K2 the difference between managing operations and managing projects
- K3 the advantages and disadvantages of using projects
- K4 how to decide when a project is the appropriate way of achieving outcomes
- K5 how to define a project's purpose, scope, timescale, costs, aims and objectives
- K6 the benefits and value of defining a project's purpose, scope, timescale, costs, aims and objectives
- K7 how to agree a budget for the project
- K8 how to estimate the types and quantity of resources required to run the project
- K9 how to identify project risks and develop contingency plans
- K10 the tools that can be used to assist project planning and control
- K11 how to develop contingency plans for a project
- K12 how to establish a communication plan for a project

Run the project

- K13 how to establish a project team
- K14 how to monitor projects and the methods that can be used
- K15 methods of communication and how to use them to make sure the project runs smoothly
- K16 the purpose and value of being flexible and adapting project plans when necessary
- K17 how to estimate and control resources during a project
- K18 the purpose of interim reporting
- K19 the purpose and value of achieving projects within agreed timescales

Evaluate the project

- K20 how to evaluate projects and learn lessons for the future

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