



Unit title	Project Management 2
SQA code	H8RC 04
SCQF level	8
SCQF credit points	11
SSC ref	N/A

History of changes

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Title		Project Management 2	
Learning Outcomes		Assessment Criteria	
The candidate will:		The candidate can:	
1	Understand why organisations use project management.	1.1	Describe the principles of project management.
		1.2	Explain the benefits of project management to organisations and individuals.
2	Understand how to set up projects.	2.1	Explain the considerations when reviewing project proposals.
		2.2	Explain how to set clear goals for projects.
		2.3	Analyse project resource requirements.
		2.4	Explain how roles and responsibilities are allocated within project teams.
		2.5	Identify project communication needs.
		2.6	Assess possible risks to successful completion of projects.
		2.7	Explain how to mitigate for possible risks.
3	Be able to use management tools to maintain, control and monitor projects.	3.1	Describe different management tools for monitoring and control of projects.
		3.2	Justify the use of management tools for monitoring and controlling projects.
		3.3	Use management tools to monitor projects.
4	Be able to review projects at all stages.	4.1	Explain reasons for reviewing projects after completion.
		4.2	Review projects against original proposals.

Additional information about the Unit
Unit purpose and aim(s)
This Unit is designed to provide candidates with an understanding of the principles of project management and how projects are set up. Candidates will gain an understanding of how to assess risks and how to mitigate for risks. They will also develop their skills in using management tools to maintain, monitor, control and review projects.
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
N/A
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
N/A

Assessment (evidence) Requirements

Candidates must cover all the Learning Outcomes and Assessment Criteria.

This Unit is designed to assess the skills of candidates in the workplace. Observation of candidate performance can only be carried out on-the-job and should be the preferred source of evidence of competent performance.

Collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may arise in situations where evidence from direct observation of the candidates on-the-job is deemed insufficient to fully meet the required standards. Supplementary evidence may include:

- ◆ witness testimony
- ◆ questioning
- ◆ professional discussion
- ◆ product and photographic evidence
- ◆ relevant active documentation, reports, presentations
- ◆ other valid evidence which relates directly to candidate performance on-the job

Evidence for this Unit is likely to be presented in the form of a portfolio.

Guidance on Instruments of Assessment

SQA's Guide to Assessment provides further information on appropriate Instruments of Assessment. This guide is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website www.sqa.org.uk.