
Overview

This standard is about planning project activities, time, costs and resources and delivering the project as required. This may include going back to a customer or client to clarify the brief, analysing risks, and adapting to unforeseen problems, allocating time to each project stage, managing the use of physical resources, working with others and allowing for their schedules. Good communication, planning and budgeting skills are all vital for a successful outcome.

This standard is suitable for those who are self-employed, working for a sole practitioner or within a workshop or studio.

The following should be considered when working in craft:

- 1 Safe working practices
- 2 Ethics and sustainability

**Performance
criteria**

- You must be able to:*
- P1 identify and agree the purpose and aims of the project with all relevant parties
 - P2 prepare a project specification and where necessary approve with your client, customer, colleague, line manager or employer
 - P3 put together a budget outlining costs
 - P4 determine and identify the resources required
 - P5 develop a project plan including timescales, targets and use of resources
 - P6 determine contingency plans
 - P7 implement and monitor the project, and plan for contingency
 - P8 communicate the project's progress regularly to all those involved
 - P9 record or document the use of resources and the project management process
 - P10 conduct on-going evaluation of the project's strengths and establish any areas of potential improvement

Knowledge and understanding

You need to know and understand:

- K1 why it is important to define a project's purpose, aims and objectives
- K2 the different ways to plan a project
- K3 how to estimate and control the use of resources, budgets and time
- K4 how to obtain quotations, identify suppliers and ensure that you can deliver the project with available resources and the factors that influence resource availability
- K5 how to communicate and negotiate budget and project plans
- K6 how to monitor and plan for contingency for projects and act accordingly
- K7 how to record or document the use of resources and the project management process
- K8 why it is important to be flexible and adapt project plans when necessary
- K9 the importance of regular communication
- K10 why it is important to achieve projects within the agreed timescale
- K11 how to evaluate projects and apply lessons learned for the future

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Manage projects in craft practice

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