

-SQA- SCOTTISH QUALIFICATIONS AUTHORITY

HIGHER NATIONAL UNIT SPECIFICATION

GENERAL INFORMATION

-Unit Number- **6412255**
-Superclass- **AG**
-Title- **PROJECT MANAGEMENT**

-DESCRIPTION-

GENERAL COMPETENCE FOR UNIT: Using project management software to contribute to the management of large scale projects.

OUTCOMES

1. establish organisational and individual factors influencing project development;
2. plan project development work;
3. schedule project development work using project management software;
4. use project management software to estimate aspects of project development.

CREDIT VALUE: 1 HN Credit

ACCESS STATEMENT: There is no formal entry requirement for this unit. However, it would be beneficial if the candidate had prior experience of using a computer system. This may be evidenced by the possession of relevant NC modules, HN units or practical experience.

For further information contact: Committee and Administration Unit, SQA, Hanover House, 24 Douglas Street, Glasgow G2 7NQ.

Additional copies of this unit may be purchased from SQA (Sales and Despatch section). At the time of publication, the cost is £1.50 (minimum order (£5.00)).

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STATEMENT OF STANDARDS

UNIT NUMBER: 6412255

UNIT TITLE: PROJECT MANAGEMENT

Acceptable performance in this unit will be the satisfactory achievement of the standards set out in this part of the specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

OUTCOME

1. ESTABLISH ORGANISATIONAL AND INDIVIDUAL FACTORS INFLUENCING PROJECT DEVELOPMENT

PERFORMANCE CRITERIA

- (a) An appropriate management structure for project development is fully described.
- (b) The effects of project team organisation on development work are correctly identified and described.
- (c) Factors affecting productivity of individuals undertaking project development are clearly identified.

RANGE STATEMENT

Range is fully expressed within the performance criteria.

EVIDENCE REQUIREMENTS

Written evidence that the candidate can establish factors as detailed in the performance criteria.

OUTCOME

2. PLAN PROJECT DEVELOPMENT WORK

PERFORMANCE CRITERIA

- (a) Project milestones are established and described in unambiguous terms.
- (b) Deliverables associated with project milestones are clearly specified.
- (c) Essential subtasks required for project completion are clearly identified.

- (d) All preliminary tasks to be completed prior to commencement of subtasks are listed.
- (e) Resource requirements for each task and duration for completion are realistically estimated.

RANGE STATEMENT

Resource: human; physical.

EVIDENCE REQUIREMENTS

Performance evidence that the candidate can plan project development as detailed in the performance criteria. This should be demonstrated by project milestones, suitably described, and associated deliverables for PCs (a) and (b), essential subtasks and prerequisite tasks for PCs (c) and (d) and details of estimated resource requirements for PC (e).

OUTCOME

- 3. SCHEDULE PROJECT DEVELOPMENT WORK USING PROJECT MANAGEMENT SOFTWARE

PERFORMANCE CRITERIA

- (a) Package facilities are used effectively to produce an activity network from the task list.
- (b) Activity network accurately represents task interdependencies.
- (c) Network critical path and float time for each activity are determined correctly.
- (d) Schedule of tasks is achievable and is clearly and effectively displayed using appropriate package facilities.
- (e) Package facilities are used correctly to modify schedule in order to improve allocation of resources.

RANGE STATEMENT

Resources: human; physical.

EVIDENCE REQUIREMENTS

Performance evidence that the candidate can use project management software to schedule project development. This should be provided by hard copy output covering the performance criteria, supported by observation and checklist covering use of the project management software.

OUTCOME

- 4. USE PROJECT MANAGEMENT SOFTWARE TO ESTIMATE ASPECTS OF PROJECT DEVELOPMENT

PERFORMANCE CRITERIA

- (a) Factors affecting cost of project development are fully identified.
- (b) Estimation parameters are tailored to reflect the characteristics of particular project developments.
- (c) Estimation models are applied correctly in estimating cost of project developments.
- (d) Conclusions drawn from application of estimation methods are reported fully and are valid.

RANGE STATEMENT

Range is fully expressed within the performance criteria.

EVIDENCE REQUIREMENTS

Performance evidence that the candidate can use project management software to estimate project development costs as detailed in the performance criteria. This should be in written form for PCs (a) and (d) and hard copy output for PCs (b) and (c) supported by observation and checklist covering use of the software.

MERIT A candidate who achieves all performance criteria for all outcomes will be awarded a pass. A pass with merit may be awarded where the candidate demonstrates superior performance by:

- using software package features to present project information in a variety of appropriate ways; and
- producing a particularly detailed plan for a complex development.

ASSESSMENT

In order to achieve this unit, candidates are required to present sufficient evidence that they have met all the performance criteria for each outcome within the range specified. Details of these requirements are given for each outcome. The assessment instruments used should follow the general guidance offered by the SQA assessment model and an integrative approach to assessment is encouraged. (See references at the end of support notes).

Accurate records should be made of the assessment instruments used showing how evidence is generated for each outcome and giving marking schemes and/or checklists, etc. Records of candidates' achievements should be kept. These records will be available for external verification.

SPECIAL NEEDS

Proposals to modify outcomes, range statements or agreed assessment arrangements should be discussed in the first place with the external verifier.

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SUPPORT NOTES

UNIT NUMBER: 6412255

UNIT TITLE: PROJECT MANAGEMENT

SUPPORT NOTES: This part of the unit specification is offered as guidance. None of the sections of the support notes is mandatory.

NOTIONAL DESIGN LENGTH: SQA allocates a notional design length to a unit on the basis of time estimated for achievement of the stated standards by a candidate whose starting point is as described in the access statement. The notional design length for this unit is 40 hours. The use of notional design length for programme design and timetabling is advisory only.

CONTENT/CONTEXT This unit can be delivered in a wide range of contexts including engineering and computing. Wherever possible aspects of the management of an actual project should be dealt with. This allows cross assessment of the outcomes with integrative or other project based units.

Achievement of the outcomes will require access to a personal computer or workstation on an individual basis. Current versions of commercially-available software should be used.

APPROACHES TO GENERATING EVIDENCE A candidate-centred, resource-based learning approach is recommended. During the course of the unit candidates should have several opportunities to develop their practical skills and should be assessed at appropriate points. Concepts and terminology should be presented in context throughout the unit.

Where the candidate is unsuccessful in achieving an outcome provision should be made for remediation and reassessment.

ASSESSMENT PROCEDURES Centres may use the instruments of assessment which are considered by the tutor/trainer to be the most appropriate. Examples of instruments of assessment which could be used are:

- case studies
- reports
- practical exercises

PROGRESSION This unit contributes towards SQA Higher National Certificates, Higher National Diplomas and Professional Development Awards.

REFERENCES

1. Guide to unit writing.
2. For a fuller discussion on assessment issues, please refer to SQA's Guide to Assessment.
3. Information for centres on SQA's operating procedures is contained in SQA's Guide to Procedures.
4. For details of other SQA publications, please consult SQA's publications list.

An exemplar assessment pack for this unit is available from SQA. Please call our Sales and Despatch section on 0141 242 2168 to check availability and costs. Quote product code 068.

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