

S324: Contribute to running a project

Overview: Contribute to project planning and support the implementation and monitoring of projects to achieve planned outcomes.

Links: Business Support Systems; Manage Information

Specific skills:

- Application of number
- Managing resources
- Planning
- Analysing
- Managing time
- Prioritising
- Communicating
- Monitoring
- Problem-solving
- Evaluating
- Organising

Performance Indicators

Contribute to project planning

1. Identify all stakeholders involved in the project
2. Confirm the purpose of the project with all relevant stakeholders
3. Confirm the project scope, timescale, aims and objectives
4. Contribute to the preparation of a project specification
5. Confirm the resources needed for the project

Run the project

6. Implement and monitor the project to meet the agreed budget and timescales
7. Communicate with all those involved in or affected by the project
8. Seek advice in response to unexpected events
9. Keep records of all project activity in the agreed format
10. Provide interim reports on project progress
11. Achieve required outcomes on time and to budget

Knowledge & Understanding

- A. The purpose and benefits of identifying stakeholders involved in the project
- B. The difference between managing operations and managing projects
- C. The advantages and disadvantages of using projects and when projects are appropriate
- D. The benefits of defining a project's purpose, scope, timescale, costs, aims and objectives
- E. How to estimate types and quantity of resources needed for project activities
- F. The project-planning methodologies appropriate to the types of projects run and tools that can be used to assist project planning and control
- G. Different types of methods available to monitor projects
- H. Different ways of communicating with those involved in or affected by a project to make sure it runs smoothly
- I. The benefits of being flexible and adapting project plans when necessary
- J. How to record project activities
- K. The purpose of interim reporting
- L. The purpose and value of achieving projects within agreed timescales