S410: Plan, run and evaluate projects

Overview: Plan, run and evaluate projects to achieve planned outcomes.

Links: Project Management; Work Responsibilities

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

Performance Indicators

Prepare and plan the project

1. Identify all stakeholders involved in the project
2. Agree the purpose of the project with all relevant stakeholders
3. Identify and agree the project scope, timescale, aims and objectives
4. Prepare a project specification
5. Agree a budget for the project
6. Confirm all types of resources needed for the project
7. Plan the project and timed use of all types of resources
8. Identify risks and develop contingency plans for the project
9. Sign off the project plan with the appropriate level of authority and with the relevant stakeholders
10. Prepare a project communication plan

Run the project

11. Establish the project team
12. Implement and monitor the project plan
13. Communicate with all those involved in or affected by the project
14. Adapt project plans to respond to unexpected events
15. Provide interim reports on project progress
16. Achieve required outcomes on time and to budget

Evaluate the project

17. Evaluate all aspects of the project
18. Report on the degree to which the project met its aims and objectives
19. Report on project strengths and areas for improvement

Knowledge & Understanding

Prepare and plan the project

A. The purpose of identifying the stakeholders involved in the project
B. The difference between managing operations and managing projects
C. The advantages and disadvantages of using projects
D. How to decide when a project is the appropriate way of achieving outcomes
E. How to define a project's purpose, scope, timescale, costs, aims and objectives
F. The benefits and value of defining a project's purpose, scope, timescale, costs, aims and objectives
G. How to agree a budget for the project
H. How to estimate the types and quantity of resources required to run the project
I. How to identify project risks and develop contingency plans
J. The tools that can be used to assist project planning and control
K. How to develop contingency plans for a project
L. How to establish a communication plan for a project

Run the project

M. How to establish a project team
N. How to monitor projects and the methods that can be used
O. Methods of communication and how to use them to make sure the project runs smoothly
P. The purpose and value of being flexible and adapting project plans when necessary
Q. How to estimate and control resources during a project
R. The purpose of interim reporting
S. The purpose and value of achieving projects within agreed timescales

Evaluate the project

T. How to evaluate projects and learn lessons for the future