

## APPLY PROJECT MANAGEMENT PRINCIPLES

**ISCED UNIT CODE:** 0688 451 05A

**TVET CDACC UNIT CODE:** ICT/CU/SD/CC/03/5/MA

### UNIT DESCRIPTION:

This unit covers the competencies required to apply project management principles. It involves executing project initiation, performing project planning, performing project monitoring, and performing project closure.

### ELEMENTS AND PERFORMANCE CRITERIA

| <b>ELEMENT</b><br><br>These describe the key outcomes that make up workplace functions | <b>PERFORMANCE CRITERIA</b><br><br>These are assessable statements which specify the required level of performance for each of the elements<br><br><i>(Bold and italicized terms are elaborated in the range)</i>                                                                                                     |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Execute project initiation                                                          | 1.1 Project scope is identified as per user requirements.<br>1.2 Project deliverables are determined as per user requirements.<br>1.3 Project objectives are identified as per user requirements as per user requirements.<br>1.4 <b><i>Project initiation document (PID)</i></b> is prepared as per work procedures. |

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| 2. Perform project planning   | <p>2.1 Project budget is prepared as per work requirements.</p> <p>2.2 Project schedule is determined as per work deliverables.</p> <p>2.3 Project resources are allocated as per budget.</p> <p>2.4 Project work breakdown structures are determined as per project schedule.</p> <p>2.5 Project quality plan is prepared as per workplace procedures.</p> <p>2.6 Project team is formed as per project requirements.</p> <p>2.7 Roles and responsibilities are assigned as per project requirements.</p> <p>2.8 Project plan is prepared as per work procedures.</p> |
| 3. Perform project monitoring | <p>3.1 Project costs are tracked as per project budget.</p> <p>3.2 Project deliverables and objectives are monitored as per <i>quality standards</i>.</p> <p>3.3 Project team performance is monitored as per work plan.</p> <p>3.4 Project risks are assessed as per quality plan.</p> <p>3.5 Project risks are managed as per quality plan.</p>                                                                                                                                                                                                                      |
| 4. Perform project closure    | <p>4.1 Project review is performed as a project plan.</p> <p>4.2 Final project budget is reviewed as per project plan.</p> <p>4.3 Detailed project review report is prepared as per work procedures.</p>                                                                                                                                                                                                                                                                                                                                                               |

## RANGE

This section provides a work environment and conditions to which the performance criteria apply. It allows for a different work environment and situations that will affect performance.

| <b>Variable</b>                                          | <b>Range</b>                                                                                                                                                                                                                                              |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Quality standards may include but are not limited to: | <ul style="list-style-type: none"> <li>• ISO 9001:2015</li> </ul>                                                                                                                                                                                         |
| 2. Project initiation document (PID) may be defined as:  | <ul style="list-style-type: none"> <li>• Comprehensive document that outlines the foundation and key aspects of a project. It serves as a reference point throughout the project lifecycle and provides essential information to stakeholders.</li> </ul> |

## **REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

### **Required knowledge**

The individual needs to demonstrate knowledge of:

- Collecting project data
- Creating project plan
- Managing project tasks
- Managing project resources
- Manage project team

### **Required skills**

The individual needs to demonstrate the following skills:

- Active listening
- Basic ICT skills
- Decision making
- Problem solving skills
- Planning
- Interpersonal skills
- Time management
- Report writing

## **EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge, and skills range.

|                                        |                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Critical Aspects of Competency      | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Executed project initiation</li> <li>1.2 Performed project planning.</li> <li>1.3 Performed project monitoring.</li> <li>1.4 Performed project closure.</li> </ul>                                                     |
| 2. Resource Implications               | <p>The following resources must be provided:</p> <ul style="list-style-type: none"> <li>2.1 Access to relevant workplace where assessment can take place.</li> <li>2.2 Appropriately simulated environment where assessment can take place.</li> <li>2.3 Resources relevant to the proposed activity or tasks.</li> </ul> |
| 3. Methods of Assessment               | <p>Competency may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Portfolio of evidence</li> <li>3.2 Observation</li> <li>3.3 Case study</li> <li>3.4 Projects</li> <li>3.5 Written tests</li> <li>3.6 Interviews</li> <li>3.7 Third party report</li> <li>3.8 Practical assessment</li> </ul>        |
| 4. Context of Assessment               | <p>Competency may be assessed:</p> <ul style="list-style-type: none"> <li>4.1 On-the-job</li> <li>4.2 In a simulated work environment</li> </ul>                                                                                                                                                                          |
| 5. Guidance information for assessment | <ul style="list-style-type: none"> <li>5.1 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</li> </ul>                                                                                                                                                        |