

APPLY PROJECT MANAGEMENT PRINCIPLES

ISCED UNIT CODE: 0688 451 05A

TVET CDACC CODE: ICT/OS/SD/CC/04/5/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

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes that make up workplace functions	These are assessable statements which specify the required level of performance for each of the elements <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. 1.2 Project deliverables are determined as per user requirements. 1.3 Project objectives are identified as per user requirements as per user requirements. 1.4 <i>Project initiation document (PID)</i> is prepared as per work procedures.
2. Perform project planning	2.1 Project budget is prepared as per work requirements. 2.2 Project schedule is determined as per work deliverables. 2.3 Project resources are allocated as per budget. 2.4 Project work breakdown structures are determined as per project schedule. 2.5 Project quality plan is prepared as per workplace procedures. 2.6 Project team is formed as per project requirements. 2.7 Roles and responsibilities are assigned as per project requirements. 2.8 Project plan is prepared as per work procedures.

3. Perform project monitoring	3.1 Project costs are tracked as per project budget. 3.2 Project deliverables and objectives are monitored as per <i>quality standards</i> . 3.3 Project team performance is monitored as per work plan. 3.4 Project risks are assessed as per quality plan. 3.5 Project risks are managed as per quality plan.
4. Perform project closure	4.1 Project review is performed as a project plan. 4.2 Final project budget is reviewed as per project plan. 4.3 Detailed project review report is prepared as per work procedures.

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.

Variable	Range
1. Quality standards may include but are not limited to:	ISO 9001:2015
2. Project initiation document (PID) may be defined as:	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.

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	Assessment requires evidence that the candidate: 1.1 Executed project initiation 1.2 Performed project planning. 1.3 Performed project monitoring. 1.4 Performed project closure.
2. Resource Implications	The following resources must be provided: 2.1 Access to relevant workplace where assessment can take place. 2.2 Appropriately simulated environment where assessment can take place. 2.3 Resources relevant to the proposed activity or tasks.
3. Methods of Assessment	Competency may be assessed through: 3.1 Portfolio of evidence 3.2 Observation 3.3 Case study 3.4 Projects 3.5 Written tests

	3.6 Interviews 3.7 Third party report 3.8 Practical assessment
4. Context of Assessment	Competency may be assessed: 4.1 On-the-job 4.2 In a simulated work environment
5. Guidance information for assessment	5.1 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.