Unit Y/650/0121
Manage projects

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1. Understand the principles of project management	1.1 Summarise the characteristics of projects as opposed to routine management functions/activities
	1.2 Explain the role and key responsibilities of a project manager
	1.3 Describe the key stages in the project life cycle
	1.4 Explain the importance of the relationship between the project manager and the project sponsors and any key stakeholders
	1.5 Outline project management tools and techniques commonly used in the sector
2. Understand how to establish the scope, aim and objectives of a project	2.1 Explain why it is important to discuss and agree the key objectives and scope of a proposed project with the project sponsors and any key stakeholders before detailed planning commences
	2.2 Summarise the type of information needed for effective project planning
	2.3 Explain why it is important to be able to identify and understand how a project fits with the overall vision, objectives and plans of the organisation and any programmes of work or other projects being undertaken
	2.4 Outline sector-specific legislation, regulations, guidelines and codes of practice relating to project management
3. Understand how to plan a project	3.1 Explain why it is important to consult with relevant people in developing a project plan
	3.2 Explain how to consult effectively
	3.3 Summarise key stakeholders and potential sponsors within own area of responsibility, their roles, responsibilities, competences and potential
	3.4 Summarise what should be included in a project plan, particularly activities, required resources and timescales

3.5 Explain why the plan needs to be discussed and agreed with the project sponsors and any key stakeholders

3.6 Explain why it is important that any project team members are briefed on the project plan, their roles and responsibilities

3.7 Explain how to effectively brief team members on the project plan, their roles and responsibilities

3.8 Evaluate ways of identifying and managing potential risks in relation to the project

3.9 Explain the importance of contingency planning

3.10 Explain how to effectively carry out contingency planning

4. Understand how to implement and close a project

4.1 Explain ways of providing ongoing support, encouragement and information to any project team members

4.2 Explain how to select from and apply a range of project management tools and techniques to monitor, control and review progress of the project

4.3 Summarise effective ways of communicating with project sponsors and any key stakeholders during a project

4.4 Explain the importance of agreeing changes to the project plan with the project sponsors and any key stakeholders

4.5 Describe the type of changes that might need to be made to a project plan during implementation

4.6 Explain the procedures to follow to close a project

4.7 Explain the importance of confirming successful completion of the project with the project sponsors and key stakeholders

4.8 Explain how to establish an effective system for evaluating the success of projects and identifying what lessons can be learned and shared.

4.9 Summarise the importance recognising the contributions of project team members

5. Be able to establish the scope, aims and objectives of a project

5.1 Discuss and agree the key objectives and scope of the proposed project

5.2 Agree the available resources with the project sponsors and other key stakeholders

	5.3	Identify how the proposed project fits with the overall vision, objectives and plans of the organisation and any programmes of work or other projects being undertaken
6. Be able to plan a project	6.1	Develop, in consultation with the established project team, a realistic and thorough plan for undertaking the project and achieving its objectives
	6.2	Discuss and agree the project plan with the project sponsors and other key stakeholders, making changes where necessary
	6.3	Brief project team members on the project plan and their roles and responsibilities
	6.4	Put processes and resources in place to manage potential risks arising from the project and deal with contingencies
7. Be able to implement and close a project	7.1	Implement the project plan, selecting and applying effective project management tools and techniques to monitor, control and review progress
	7.2	Provide ongoing support, encouragement and information
	7.3	Communicate progress to the project sponsor, other key stakeholders and project team members on a regular basis
	7.4	In the light of progress: identify: a. any problems encountered b. any changes to organisational objectives c. any required changes to the project plan
	7.5	Agree with project sponsors and other key stakeholders to reflect above changes in an updated project plan
	7.6	Deliver project objectives on time and within budget
	7.7	Confirm satisfactory completion of the project with the project sponsor and any key stakeholders
	7.8	Evaluate the success of the project, identifying what lessons can be learned and shared
	7.9	Celebrate the completion of the project, recognising the contributions of project team members

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.