Unit 412 Manage a project

UAN:	**R/506/1999**
Level:	4
Credit value:	7
GLH:	38
Relationship to NOS:	Management & Leadership (2012) National Occupational Standards: • CFAM&LFA5 Manage projects
Assessment requirements specified by a sector or regulatory body:	Skills CFA Assessment Strategy Competence units (S/NVQ)
Aim:	This unit aims to develop the knowledge and skills required to manage a project. Upon completion of this unit, learners will have developed an understanding of the management of a project and will be able to plan, manage and evaluate a project.

Learning outcome
The learner will: 1. understand the management of a project
Assessment criteria
The learner can: 1.1 explain how to carry out a cost-benefit analysis for a project 1.2 evaluate the use of risk analysis techniques 1.3 evaluate project planning and management tools and techniques 1.4 evaluate the impact of changes to project scope, schedule, finance, risk, quality and resources 1.5 analyse the requirements of project governance arrangements.

Assessment Guidance
Evidence may be provided by: • report* • professional discussion • questioning

Learning outcome
The learner will: 2. be able to plan a project
Assessment criteria
The learner can: 2.1 analyse how a project fits with an organisation's overall vision, objectives, plans and programmes of work 2.2 agree the objectives and scope of proposed projects with stakeholders 2.3 assess the interdependencies and potential risks within a project 2.4 develop a project plan with specific, measurable, achievable, realistic and time-bound (SMART) objectives, key performance indicators (KPIs) and evaluations mechanisms appropriate to the plan 2.5 develop proportionate and targeted plans to manage identified risks and contingencies 2.6 apply project lifecycle approaches to the progress of a project.

Assessment Guidance
Evidence may be provided by: • report* • professional discussion • questioning • product • witness testimony

Learning outcome
The learner will: 3. be able to manage a project
Assessment criteria
The learner can: 3.1 allocate resources in accordance with the project plan 3.2 brief project team members on their roles and responsibilities 3.3 implement plans within agreed budgets and timescales 3.4 communicate the requirements of the plans to those who will be affected 3.5 revise plans in the light of changing circumstances in accordance with project objectives and identified risks 3.6 keep stakeholders up to date with developments and problems 3.7 complete close-out actions in accordance with project plans 3.8 adhere to organisational policies and procedures, legal and ethical requirements when managing a project.

Assessment Guidance
Evidence may be provided by: • report* • professional discussion • questioning • product • witness testimony

Learning outcome
The learner will: 4. be able to evaluate the effectiveness of a project
Assessment criteria
The learner can: 4.1 conduct periodic reviews of the progress and effectiveness of a project using information from a range of sources 4.2 evaluate the effectiveness of capturing and managing project-related knowledge 4.3 report on the effectiveness of plans.

Assessment Guidance
Evidence may be provided by: • report* • professional discussion • questioning • product • witness testimony.

Additional Guidance *

Should candidates submit a report it is anticipated this would cover the full unit and therefore be a minimum of 3500 words to a maximum of 6000 words and based on their own organisation.

(The above guidance has been introduced for use from March 2016.)