PLAN AND MANAGE PROJECTS

UNIT CODE: ENV/OS/MGT/CC/06/6/A

UNIT DESCRIPTION

This unit specifies the competencies required to plan and manage projects. It involves planning for projects, conducting stakeholder analysis, implementing project, managing project risks and monitoring and evaluation of projects.

ELEMENTS These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. *Bold and italicized terms are elaborated in the Range.*
1. Plan for projects	1.1 Problem is identified and analyzed as per the need 1.2 SMART Objectives are formulated 1.3 Project proposal is developed
2. Conduct stakeholder analysis	2.1 Relevant stakeholders are identified and analyzed as per the project 2.2 Stakeholders are involved in project as per their role
3. Implement project	3.1 Project team is formulated 3.2 Terms of reference are developed 3.3 Resources are mobilized 3.4 Budget is developed 3.5 SWOT analysis is conducted 3.6 Capacity building is conducted 3.7 Resources are utilized as per the project 3.8 Regulations are adhered to. 3.9 Conflicts are resolved 3.10 Project is decommissioned
4. Manage project risks	4.1 Project risks are identified and analyzed 4.2 Project risks are assessed
5. Monitor and evaluate projects	5.1 *M&E tools* are developed 5.2 Project is monitored 5.3 M&E report is prepared 5.4 Project is audited and reviewed

RANGE

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

Variable	Range

1. M&E tools may include but not limited to:	☐ Gant charts ☐ PERT charts ☐ Critical path analysis

REQUIRED SKILLS AND KNOWLEDGE

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

Required Skills

The individual needs to demonstrate the following skills:

- Leadership
- Research
- Conflict resolution
- Monitoring and evaluation
- Appraisal
- Planning and organizing
- Mobilization
- Report writing
- ICT
- Analytical

Required knowledge

The individual needs to demonstrate knowledge of:

- Project planning and implementation
- Risk management
- Stakeholder analysis
- Project sustainability

EVIDENCE GUIDE

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

1. Critical aspects of Competency	Assessment requires evidence that the candidate:
	1.1 Formulated SMART Objectives
	1.2 Developed project proposal
	1.3 Identified and analyzed relevant stakeholders
	1.4 Developed terms of reference
	1.5 Developed budget
	1.6 Resolved conflicts
	1.7 Identified and analyzed project risks
	1.8 Developed M&E tools
	1.9 Prepared M&E report

		1.10 Audited and reviewed project
2.	Resource Implications	The following resources should be provided: 2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2 Materials relevant to the proposed activity or tasks
3.	Methods of Assessment	Competency in this unit may be assessed through: 3.1 Direct Observation 3.2 Demonstration with Oral Questioning 3.3 Written tests
4.	Context of Assessment	Competency may be assessed: 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
5.	Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.