

PROJECT DESIGN AND PLANNING

UNIT CODE: BUS/CU/PM/CR/03/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Manage project design and planning.

Duration of Unit: 100 Hours

Unit Description

This unit covers the competencies required to manage project design and planning. It involves identifying and managing project design team, developing project design plan, developing project implementation plan and identifying project resources.

Summary of Learning Outcomes

1. Identify and manage project design team
2. Develop project design plan
3. Develop project implementation plan
4. Identify project resources

Learning Outcomes, Content and Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1. Identify and manage project design team	<ul style="list-style-type: none">• Meaning of a project design team• Purpose and importance of a project design team• Project team organization e.g skilled, unskilled• Delegation and supervision of responsibilities• Project team feedback report• Project team meetings co-ordination• Project team training and motivation• Design thinking	<ul style="list-style-type: none">• Direct observation• Oral questioning• Written tests
2. Develop project design plan	<ul style="list-style-type: none">• Meaning of project design plan• Meaning of project budgeting• Factors to consider in project	<ul style="list-style-type: none">• Direct observation• Oral questioning• Written tests

	<p>planning and budgeting</p> <ul style="list-style-type: none"> • Purpose and importance of project design plan • Structure of project design plan • Purpose and importance of project budget • Processes of developing a project budget 	
3. Develop project implementation plan	<ul style="list-style-type: none"> • Meaning of implementation plan • Purpose and importance of implementation plan • Factors to consider in preparation of implementation plan • Resource management procedures • Preparation of a resource management schedule • Preparation of work plans e.g. <ul style="list-style-type: none"> ○ Gant charts • Structure of implementation plan • Stakeholders participation in approval of implementation plan 	<ul style="list-style-type: none"> • Direct observation • Oral questioning • Written tests
4. Develop project schedule	<ul style="list-style-type: none"> • Activity list • Activity relationships • Project scheduling tools • Schedule compression techniques • Resource utilization schedule 	<ul style="list-style-type: none"> • Direct observation • Oral questioning • Written tests
5. Identify project resources	<ul style="list-style-type: none"> • Resource breakdown structure • Resource requirements <ul style="list-style-type: none"> ✓ Types ✓ Quantities ✓ Calendar ✓ Availability 	<ul style="list-style-type: none"> • Direct observation • Oral questioning • Written tests •
6. determine project implementation	<ul style="list-style-type: none"> • budget items • methods of budgeting 	<ul style="list-style-type: none"> • Direct observation • Oral questioning

on budget	<ul style="list-style-type: none"> • procedure for budget approval • methods of controlling cost • cost control measures 	<ul style="list-style-type: none"> • Written tests
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Suggested Methods of Instruction

- Instructor led facilitation of theory
- Demonstration by trainer
- Group discussion
- Case studies
- Field trips
- Viewing of related videos and models
- Dual training

Recommended Resources

- Computers
- Projectors
- Communication devices
- Recorders
- Internet
- Cameras
- Stationery
- Transport means
- Meeting venues

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