MANAGE PROJECT ENVIRONMENT
UNIT CODE: BUS/OS/PM/CR/08/6/A

UNIT DESCRIPTION

This unit covers the competencies required to manage project environment. It involves identifying project environment, performing project environment analysis, developing project environment monitoring plan and monitoring project environment.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT 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. Identify project environment	1.1 Project's cultural environment is identified based on stakeholders' customs, religious believes, ethnicity, and ethical behaviors. 1.2 Project's social environment is identified based on stakeholders' demographics, educational, and economic status 1.3 Project's physical environment is identified based on geographical location, climate, and working conditions 1.4 Project's organizational environment is identified based on *organizational process assets* and *enterprise environmental factors* 1.5 Project's political environment is identified based on the political systems, logistics, import/export issues, travel restrictions obtaining in the country the project is located 1.6 Project's legal environment is identified based on international, national, regional, and local laws and customs 1.7 Stakeholders are involved in identifying project environment
2. Perform project environment analysis	2.1 *Project environment analysis* is performed based on project needs 2.2 Stakeholders are involved in performing project environment analysis 2.3 Project environment analysis is documented based on the organizational standard procedures

3. Develop project environment monitoring plan.	3.1 Project environment monitoring plan is developed based on the project environment analysis
	3.2 Stakeholders are involved in the development of the project environment monitoring plan
4. Monitor project environment.	4.1 Project environment is monitored based on the project environment monitoring plan
	4.2 Stakeholders are in involved in monitoring of the project environment
	4.3 Challenges to the project emanating from the project environment are addressed based on project objectives

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. Project environment may include but not limited to:	• organizational cultural norms and behaviours • social context • political climate • physical environment • economic environment • government or industry standards • organizational standard processes • organizational policies • organizational knowledge bases • organizational templates • internal databases • organizational structure • infrastructure • stakeholder risk tolerance • organizational politics and power
2. Organizational process assets may include but not limited to:	• processes • procedures • methodologies • policies • organizational politics
3. Enterprise environmental	• organizational culture, structure, and governance • geographic distribution of facilities and resources

factors may include but not limited to:	• infrastructure • information technologies • resource availability • employee capability • market place conditions • social and cultural influences and issues • government or industry standards • legal restrictions • physical environment conditions e.g. climate, working conditions and constraints • financial considerations e.g. interest rates, tariffs, geographical location, and inflation rates • Activists or pressure groups

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:

- Problem solving skills
- Interpersonal skills
- Decision making skills
- Report writing
- Time management skills
- Communication
- Analytical skills
- Basic ICT
- Data collection
- Budgeting
- Planning and organizing

Required Knowledge

The individual needs to demonstrate knowledge of:

- Social environment
- Cultural environment
- Economic environment
- International and political environment
- Organizational process assets
- Enterprise environmental assets

- Legal environment
- Physical environment

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 Identified project environment 1.2 Performed project environment analysis 1.3 Developed project environment monitoring plan 1.4 Monitored project environment
2.	Resource implications	2.1 Computers 2.2 Telecommunication equipment 2.3 Stationery 2.4 Travel 2.5 Internet 2.6 Print and electronic media
3.	Methods of assessment	Competency in this unit may be assessed through: 3.1 Written tests 3.2 Interviews 3.3 Third party reports
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.