

MANAGE PROJECT IMPLEMENTATION

UNIT CODE: BUS/OS/PM/CR/04/6/A

UNIT DESCRIPTION

This unit covers the competencies required manage project implementation .It involves identifying and managing project implementation team, acquiring and managing project resources, managing project stakeholders, project take off and commissioning, monitoring and controlling the project activities.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Identify and manage project implementation team	1.1 Job descriptions and specification of project implementation teams are developed as per project plan 1.2 Project implementation team is acquired as per project plan 1.3 Project implementation team is trained and developed as per the project requirement 1.4 Tasks are allocated as per the project objectives 1.5 Team member performance is assessed as per the project objectives 1.6 Employee release procedures are developed as per human resource policy and project schedule
2. Acquire and manage project resources	2.1 <i>Infrastructure</i> is set up as per the implementation plan 2.2 Project resources are allocated as per project requirements 2.3 Asset register is developed and updated as per the allocation schedule 2.4 Project resource are maintained as per resource calendar 2.5 Resources are monitored for under/over utilization as per allocation schedule and resource calendar
3. Manage project stakeholders	3.1 Stakeholder engagement plan is developed as per scheduled milestone 3.2 stakeholder engagement strategy is developed as per stakeholder's relationship 3.3 Stakeholder communication plan is developed as per stakeholder needs

	<p>3.4 Stakeholder engagement is monitored as per the stakeholder engagement plan</p> <p>3.5 Stakeholder involvement is effected based on the engagement plan</p> <p>3.6 Stakeholder concerns and issues are addressed as per the standard operation procedures</p>
4. Project take off and Commissioning	<p>4.1 Procedures for take-off and commissioning are implemented as per project plan</p> <p>4.2 Take off and commissioning duties are performed as per organizational policy and procedures</p>
5. Monitor and control the project activities	<p>5.1 Guidelines for monitoring and control are undertaken as per the M&E plan</p> <p>5.2 Project parameters are monitored and correction/corrective/preventive measures are applied as per M&E plan</p> <p>5.3 Monitoring and control report is prepared and approved as per the project schedule</p> <p>5.4 Implementation progress reports are prepared and shared as per project schedules</p> <p>5.5 Lessons learnt are documented as per standard operating procedures</p>

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 parameters may include but not limited to:	<ul style="list-style-type: none"> • Cost • Budget • Quality and Standards • Time • Scope • Risks • social change • environment and political issues

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
- Proposal writing
- Research skills
- Time management skills
- Communication
- Analytical skills
- Basic ICT
- safety
- risk analysis skills
- Business planning

Required Knowledge

The individual needs to demonstrate knowledge of:

- Proposal writing
- Relevant legislations
- Occupational safety and health
- Project design
- Multi-cultural diversity
- Preparation of reports
- Resource management
- Budgeting
- conflicts resolution
- contract negotiations
- Environment and conservation

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 assembled project implementation team
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	<p>1.2 participated in quality assessment and standardization of the works</p> <p>1.3 monitored and mitigated risks</p> <p>1.4 monitored budget and costs</p> <p>1.5 compiled implementation report</p> <p>1.6 monitored and reported the project progress</p>
2. Resource implications	<p>Computers and telecommunication equipment</p> <p>2.1 Stationery</p> <p>2.2 Relevant legislations</p> <p>2.3 PPE</p>
3. Methods of assessment	<p>Competency may be assessed through:</p> <p>3.1 Written tests</p> <p>3.2 Interviews</p> <p>3.3 Third party reports</p>
4. Context of Assessment	<p>Competency in this unit may be assessed through:</p> <p>4.1 On-the-job</p> <p>4.2 Off-the –job</p> <p>4.3 During Industrial attachment</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>