

MANAGE PROJECT SCOPE

UNIT CODE: BUS/OS/PM/CR/11/6/A

UNIT DESCRIPTION

This unit covers the competencies required to manage project scope. It involves collecting project requirements, defining project scope, creating work break down structure and validating project scope.

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. Collect project requirements	1.1 Legal requirements are identified as per the nature of the project 1.2 Stakeholders expectations are obtained as per data collection methods 1.3 Features and functions of the product are defined as per the project objectives 1.4 Project requirements are documented as per standard operating procedures 1.5 Project requirements traceability matrix is prepared as per stakeholder requirements
2. Define project scope	2.1 Project requirements collected are analysed as per the project objectives 2.2 Projects inclusion and exclusion are determined as per the project objective 2.3 Project requirements are prioritised and categorised as per the stakeholders needs and expectations 2.4 Project description is developed as per the project requirements
3. create work break down structure	3.1 Project components are defined as per the project goals 3.2 Deliverables are defined as per project objectives 3.3 Activities are defined as per project deliverables 3.4 Activity cost is estimated as per project requirements 3.5 Activity duration is estimated as per project requirements 3.6 Value for money is determined as per the business case 3.7 Activity is sequenced as per activity dependencies and relationship 3.8 Activity resources are estimated as per work breakdown

	<p>structure</p> <p>3.9 Project schedules are developed as per the sequenced activity</p> <p>3.10 Budget is determined as per the estimated activity cost</p>
4. Validate project scope	<p>4.1 Deliverable acceptance criteria are defined as per stakeholders' requirements</p> <p>4.2 Test cases and scenarios are developed as per the product features and functions</p> <p>4.3 Validation methods are determined as per the project requirements</p> <p>4.4 Tools and techniques are developed as per the project requirements</p> <p>4.5 Progress is reviewed as per the project schedule</p> <p>4.6 Variances are identified as per the test results</p> <p>4.7 Corrective action is undertaken as per the identified variances</p> <p>4.8 Test results are documented as per the standard operating procedures</p> <p>4.9 Approval of change request is obtained as per the user requirements</p> <p>4.10 Customer sign off is obtained as per customer requirement</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
	May include but not limited to:

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
- Risk analysis skills
- Negotiation
- Networking
- Meeting management
- Administrative

Required Knowledge

The individual needs to demonstrate knowledge of:

- Relevant legislations and policies
- Project design
- Preparation of reports
- Budgeting
- conflict resolutions
- contract negotiations
- stakeholder mapping
- project environment management
- organization structure, culture and agility
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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 Collected project requirements 1.2 Defined project scope 1.3 created work break down structure 1.4 Validated project scope
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2. Resource implications	<ul style="list-style-type: none"> 2.1 Computers and telecommunication equipment 2.2 Stationery 2.3 Relevant legislations 2.4 PPE
3. Methods of assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written tests 3.2 Interviews 3.3 Third party reports
4. Context of Assessment	<p>Competency may be assessed:</p> <ul style="list-style-type: none"> 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

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