

MANAGEMENT OF PROJECT RESOURCES

UNIT CODE: COD/CU/SW/CR/02/04/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Manage project resources

Duration of Unit: 80 Hours

UNIT DESCRIPTION:

This unit describes the competencies required to manage project resources. It involves identifying project resources, mobilization of resources, tracking available resources and documenting community resource and management.

Summary of Learning Outcomes

1. Identify project resources
2. Track available resources
3. Mobilization of resources
4. Documentation of community resources and management

Learning Outcomes, Content and Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1. Identify project resources	<ul style="list-style-type: none">• Meaning of community• Meaning of project• Characteristics and types of community projects• Meaning of community resources and community needs.• Types of community resources• Content of a community resource register• Types of community needs• Process of identifying community needs	<ul style="list-style-type: none">• Observation• Written tests• Assignments• Supervised exercise• Oral questions

	<ul style="list-style-type: none"> • Importance of community resources • Tools used in community resource identification (questionnaires, interview guides, observation) • Formulation of resource assessment tools • Advantages and disadvantages of each assessment tool 	
2. Resources Mobilization	<ul style="list-style-type: none"> • Definition of mobilization • Levels of resources mobilization • Documentation methods of resources available 	<ul style="list-style-type: none"> • Case studies • Observation • Written tests • Assignments • Supervised exercise • Oral questions
3. Track available resources	<ul style="list-style-type: none"> • Importance of a community resource committee • Identification of a resource mapping team • Mapping exercise • Components of a community resource register • Resource tracking work plan • Implementation of a work plan to monitor community resources • Establishment of a reporting mechanism on community resources • Compare available resources with the project resources 	<ul style="list-style-type: none"> • Case studies • Observation • Written tests • Assignments • Supervised exercise • Oral questions

	<ul style="list-style-type: none"> • Identification of project resource gaps • Data collection • Report compilation 	
4. Document community resources and management	<ul style="list-style-type: none"> • Components of a documentation plan for community resource • Methods and procedures of documenting good practices • Documentation tools • Characteristics of good practices • Ways of sharing good practices and success stories • Storing of documents 	<ul style="list-style-type: none"> • Case studies • Observation • Written tests • Assignments • Supervised exercise • Simulations • Oral questions

Suggested Methods of Instruction

- Group discussions and presentations
- Demonstration by trainer
- Practical work by trainer
- Exercise
- Field work
- Resource persons

Recommended resources

- Fully equipped functional model office
- Video cameras
- Tablets
- Smart phones
- SD cards and card readers
- TFT screen
- Recorders
- Stationery