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| Title: | | **Managing workplace projects** | | |
| Level: | | **3** | | |
| Credit value: | | **2** | | |
| Unit guided learning hours | | **7** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Know how to manage a simple workplace project | | | 1.1  1.2  1.3  1.4  1.5 | Identify a simple workplace project  Use a simple tool for determining the financial viability of the project  Produce a project plan using an appropriate project planning technique  Set objectives and targets/milestones to monitor performance and review plans within the project  Use a project evaluation technique to evaluate the project |
| 1. Understand the financial and non-financial implications of a workplace project | | | 2.1  2.2 | List areas where net savings can be achieved as a result of the workplace project  Identify wider non-financial implications that can result from the workplace project |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To enable the practicing and potential first line manager to manage workplace projects. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management & Leadership 2008 NOS: F1 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | | M3.22 – Managing projects | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Basic project design principles * Simple tools for financial appraisal of projects * Project planning techniques (Gantt charts, Flow charts, Network planning) * Use of objectives and targets/milestones to monitor performance and review plans * Project evaluation and review techniques | | | |
| 2 | * Non-financial costs and benefits of change (social, environmental, human elements) | | | |