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| Title: | | **Managing projects in the organisation** | | |
| Level: | | 5 | | |
| Credit value: | | 4 | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Be able to manage a project in an organisation | | | 1.1  1.2  1.3  1.4 | Assess the usefulness of project management tools and techniques for managing a project within own organisation  Plan the implementation of a project within own organisation  Communicate the project plans with appropriate colleagues and stakeholders, gaining agreement where necessary  Implement the project plan, monitoring progress against agreed targets |
| 1. Be able to evaluate own ability to manage a project | | | 2.1  2.2 | Use feedback from others to critically evaluate own ability to plan and implement a project, identifying strengths and weaknesses  Create a self-development plan to improve own performance in managing projects |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To develop understanding and ability to be able to manage projects as required by a practising or potential middle manager. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to MSC 2004 NOS: F1, F2 | |
| 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) | | | Management Standards Centre (MSC) | |
| Location of the unit within the subject/sector classification system | | | Business Management | |
| Unit guided learning hours | | | 18 | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Project sponsors, stakeholders and scope * Work breakdown and product breakdown structure * Gantt and bar charts, critical path analysis * Methods of reducing project times and costs * Resource analysis, and re-scheduling * Methods to monitor and evaluate project progress and final outcomes, including finance * Project communication methods * Links to change management * Information technology solutions * Benefits of project management * Key project management terminology * Characteristics of project managers * Organisational structures to support projects * Types of project; the project life cycle, PRINCE2 * Feasibility studies; risk management techniques * Project team roles; critical relationships * Procedures for project closure | | | |
| 2 | * Using feedback from others to critically evaluate own performance * Techniques for collecting and analysing feedback from others, including 3600 feedback * Personal development planning | | | |