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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
 | 1.11.21.31.4 | Assess the usefulness of project management tools and techniques for managing a project within own organisationPlan the implementation of a project within own organisation Communicate the project plans with appropriate colleagues and stakeholders, gaining agreement where necessaryImplement the project plan, monitoring progress against agreed targets |
| 1. Be able to evaluate own ability to manage a project
 | 2.12.2 | Use feedback from others to critically evaluate own ability to plan and implement a project, identifying strengths and weaknessesCreate 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
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| 2 | * Using feedback from others to critically evaluate own performance
* Techniques for collecting and analysing feedback from others, including 3600 feedback
* Personal development planning
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