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| Title: | **Planning and leading projects in schools** |
| Level: | 4 |
| Credit value: | 8 |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Be able to identify and negotiate development projects
 | 1.11.21.31.41.51.61.7 | Identify and negotiate a development project of benefit to a schoolDescribe the school setting and explain the significance of the projectAnalyse the needs of the school and the key issues to be addressedExplain how the project contributes to the vision for learning and improvement plans and relates to different operational areas of school business management Devise a project proposal for a school development project that summarises the purpose, focus and scope of the proposed project Identify potential risks and likely rewards of the projectSecure commitment of key stakeholders to the project |
| 1. Be able to develop project plans
 | 2.12.22.32.42.52.6  | Negotiate key objectives for the projectIdentify key phases, tasks and deadlines for the projectPrepare a project management plan and assign roles and responsibilitiesAssess the risks related to the project and outline proposals for risk managementDetermine resource implications and other associated project costsExplain how to involve others in the project planning process |
| 1. Be able to lead and manage development projects
 | 3.13.23.33.43.53.63.7 | Explain how to lead and manage the project teamExplain how to involve the project team in decision-makingExplain how to delegate tasks to othersExplain how to monitor progress against the project plan and take corrective actionExplain how to analyse and respond to issues that emerge as the project unfoldsExplain how to monitor costs against the budget for the projectExplain how to report on progress to stakeholders |
| 1. Be able to evaluate projects and reflect on project management skills
 | 4.14.24.34.44.5 | Analyse the key enablers and barriers impacting upon the projectEvaluate the impact of the project outcomes on staff, students and the schoolEvaluate own competences and professional learning developed through the leadership and management of a school development projectSummarise the professional learning arising from completing the projectReview own professional development plans and identify priorities for further learning in relation to planning and leading projects in schools |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop understanding and ability to be able to identify and negotiate a development project of benefit to the school; to develop a detailed plan for the project, to lead, manage and evaluate the project, and to reflect on own professional learning and management skills as required by a practising or potential school business manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) |  |
| 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) |  |
| Location of the unit within the subject/sector classification system |  |
| Unit guided learning hours |  |