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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 | | 1.1  1.2  1.3  1.4  1.5  1.6  1.7 | Identify and negotiate a development project of benefit to a school  Describe the school setting and explain the significance of the project  Analyse the needs of the school and the key issues to be addressed  Explain 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 project  Secure commitment of key stakeholders to the project |
| 1. Be able to develop project plans | | 2.1  2.2  2.3  2.4  2.5  2.6 | Negotiate key objectives for the project  Identify key phases, tasks and deadlines for the project  Prepare a project management plan and assign roles and responsibilities  Assess the risks related to the project and outline proposals for risk management  Determine resource implications and other associated project costs  Explain how to involve others in the project planning process |
| 1. Be able to lead and manage development projects | | 3.1  3.2  3.3  3.4  3.5  3.6  3.7 | Explain how to lead and manage the project team  Explain how to involve the project team in decision-making  Explain how to delegate tasks to others  Explain how to monitor progress against the project plan and take corrective action  Explain how to analyse and respond to issues that emerge as the project unfolds  Explain how to monitor costs against the budget for the project  Explain how to report on progress to stakeholders |
| 1. Be able to evaluate projects and reflect on project management skills | | 4.1  4.2  4.3  4.4  4.5 | Analyse the key enablers and barriers impacting upon the project  Evaluate the impact of the project outcomes on staff, students and the school  Evaluate own competences and professional learning developed through the leadership and management of a school development project  Summarise the professional learning arising from completing the project  Review 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 | |  | |