|  |  |
| --- | --- |
| 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
 | 1.11.21.31.41.5 | Identify a simple workplace projectUse a simple tool for determining the financial viability of the projectProduce a project plan using an appropriate project planning techniqueSet objectives and targets/milestones to monitor performance and review plans within the projectUse a project evaluation technique to evaluate the project |
| 1. Understand the financial and non-financial implications of a workplace project
 | 2.12.2 | List areas where net savings can be achieved as a result of the workplace projectIdentify 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)
 |