

Specification of Competency Standards
for the Arboriculture & Horticulture Industry
Unit of Competency

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Develop risk management plans for projects
Code	109039L5
Range	This unit of competency is applicable to managers who are engaged in administrative work in arboricultural and horticultural organisations. Practitioners should be capable of mastering and analysing a wide range of information under the daily operating environment that is subject to uncertainties, so as to develop risk management plans for the organisation's works projects.
Level	5
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to the development of risk management plans for projects</p> <ul style="list-style-type: none"> • Comprehend the project plans and the contract contents • Comprehend project risk assessment and the related knowledge and skills, such as assessing the potential problems, establishing action plans and developing specific implementation plans • Comprehend works project management and its application <p>2. Develop risk management plans for projects</p> <ul style="list-style-type: none"> • Develop comprehensive risk assessment plans according to the project plans and the contract contents, including the site environment, facilities and tools used by the projects, employees, clients and emergencies • Identify the major risk factors of the projects • Analyse the expected loss to the projects caused by the risk factors and the extent to which the organisation can withstand, such as possible delays of the projects or failure to complete the contracts • Develop related plans with respect to the assessment and expected loss of each risk, with contents including preventive and control measures, specific implementation and crisis management methods, follow-up procedures, format of reports and records, etc. • Establish contingency plans for the projects that detail the members and functions of the response teams, and the contingency measures • Explain the risk management plans within the organisation, and ensure that all units and employees implement the relevant measures <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Develop appropriate and adequate risk management plans with respect to the projects and contract contents to minimise the interference of incidents on the progress of the projects, so as to protect the interests of the organisation • Regularly review and update the risk assessment to meet the needs of different projects or site environments
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to integrate all aspects of information under the daily operating environment that is subject to uncertainties to develop risk management plans and contingency measures for the projects of the organisation to reduce risks; and • Able to identify the major risk factors of the projects and make use of resources effectively to develop risk management plans that meet the needs of the projects.
Remark	