Unit of Competency

Other Core Generic Competences > 10.5 Project / Programme Management

Title	Set up project / programme team and establish infrastructure
Code	107614L5
Range	Establish project / programme team to deal with specific initiatives related to bank's business development. This applies to projects / programs of different purposes and scales
Level	5
Credit	4
Competency	Performance Requirements 1. Define the purposes to set up the project / programme Be able to: • Evaluate the goal for the project team in order to understand the criticality in setting up the team, the importance and roles of the team • Define the purposes of the project / programme by specifying its objectives, initiatives and its value to the bank • Liaise with relevant business and operations units to collect necessary information before project commencement so as to refine the project / programme objectives and coordinate corresponding events • Set project / programme objectives in a SMART approach: specific, measurable, achievable, realistic and time bounded 2. Define the scope of the project / programme Be able to: • Set up project charter or programme by defining the roles and responsibilities, outlining the objectives, identifying the main stakeholders and defining the authority of the project / programme leader etc. • Define project / programme scope and terms of reference, prepare working schedule and confirm reporting line with related stakeholders 3. Establish project / programme management framework Be able to: • Ensure that effective risk management is performed for the project / programme by conducting risk analysis, avoidance planning and contingence planning • Develop guidelines in escalating high risk and sensitive issues to the appropriate level and seek for relevant support to resolve them • Integrate data and information by categories and construct an overall project / programme management plan • Establish sound infrastructure to ensure the constituent initiatives can be run successfully
Assessment Criteria	The integral outcome requirements of this UoC are: • Setting up of project / programme team with clearly defined objectives, scopes and framework etc. according to the goal of the projects
Remark	