Unit of Competency

Other Core Generic Competences > 10.5 Project / Programme Management

Title	Develop implementation plan of the project / programme
Code	107615L5
Range	Develop the implementation details of the project / programme which include action steps, budget, timeframe, monitoring mechanism etc.
Level	5
Credit	4

Competency	Performance Requirements
	1. Formulate action items in order to achieve the project / programme objectives
	    Be able to:
	• Conduct micro and macro analysis on the project objectives, environment, team members, etc. in order to determine the approach in achieving the goal
	• Elaborate the approach, chunk it into different stages and develop the details of specific action items
	• Design and assign relevant level of authority, responsibilities as well as specific tasks to appropriate project / programme team members for effective and efficient execution
	2. Set up the resources plan
	    Be able to:
	• Analyse the action items and outline the resources requirements
	• Optimize the allocation and integration of available resources (e.g. funds, people, materials and so on) for completing the project / programme within pre-defined scope, quality, time and cost constraints
	• Establish a monitoring system to follow through so as to guarantee readiness of required resources according to specifications, cost and timing agreed on project plan
	3. Set up the monitoring framework
	    Be able to:
	• Establish project / programme management plan including roles, tools, techniques, methods, performance measures and procedure in order to facilitate execution of the action items
	• Identify possible hindrance when carrying out the action items and develop a control mechanism to ensure that the project / programme is delivered within pre-defined constraints such as scope, quality, time and cost
	• Establish appropriate metrics to follow key project indicators and measure effectiveness and efficiency of task execution

Assessment Criteria	The integral outcome requirements of this UoC are: • Formulation of approach outlining action items to carried out based on analysis on project objectives, environment and team members, etc. • Formulation of resources plan to outline the allocation of resources after analyzing the requirement needs and cost constraints, etc. • Formulation of monitoring plan to ensure smooth execution and delivery of the project / programme. The plan should be tailored to the action items developed
Remark	