

Specification of Competency Standards for the Retail Banking

**Unit of Competency**

**Other Core Generic Competences > 10.5 Project / Programme Management**

Title	Execute the actions according to the project / programme management plan
Code	107617L4
Range	Implement the project / programme plan. This applies to the execution of any tasks stated in the project / programme implementation plan
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Implement the project / programme Be able to:</p> <ul style="list-style-type: none"> <li>• Execute action steps according to the guidelines given and carry out modifications to the original plan when encounter difficulties or unexpected situations; escalate the problems to higher level if the scope is beyond the assigned authority</li> <li>• Keep track of the execution process, identify any abnormalities and carry out suitable remedial actions when necessary to ensure meeting of the objectives, budget and timeline, etc.</li> </ul> <p>2. Communicate with relevant parties adequately throughout the process Be able to:</p> <ul style="list-style-type: none"> <li>• Keep updated about the progress of other team members and provide guidance and / or assistance to overcome problems that arise when necessary</li> <li>• Initiate regular internal meetings in order to keep related parties informed about the project / programme progress continuously</li> <li>• Ensure that proper communication is done with relevant external parties throughout the project / programme phase so that queries or barriers derived from misunderstanding are minimized</li> </ul> <p>3. Show professionalism in execution Be able to:</p> <ul style="list-style-type: none"> <li>• Take personal effort to ensure all project initiatives are carried out in compliance with general banking industry practices and specific bank required standards</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Execution of tasks stated in the project / programme implementation plan. The execution should be able to meet the objectives, budget and time schedule stated in the plan. Moreover, appropriate actions are taken during the course in order to ensure effective implementation</li> <li>• Execution of different kinds of communications with different parties for understanding the progress and solving of problems</li> </ul>
Remark	