

Specification of Competency Standards for the Retail Banking

Unit of Competency

Other Core Generic Competences > 10.5 Project / Programme Management

Title	Assess and report the results of project / programme
Code	107618L4
Range	Assess and report results on project / programme evaluation. This applies to report in different kinds of format
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Collect data on project / programme evaluation Be able to: <ul style="list-style-type: none"> • Understand the objective of evaluation and profile of participants in order to employ appropriate methods to conduct evaluation and collect their feedback • Conduct thorough evaluation with key stakeholders and project / programme team members respectively to: <ul style="list-style-type: none"> • Conclude the results achieved • Obtain recommendations for improvement if similar project / programme is undertaken in the future • Obtain suggestions on possible follow-up actions if any 2. Manage the record on information about the project / programme Be able to: <ul style="list-style-type: none"> • Integrate insights learnt from the project / programme for knowledge sharing • Collect all sorts of data and information about the project / programme and organise in a systematic manner for record 3. Prepare report on project / programme evaluation Be able to: <ul style="list-style-type: none"> • Prepare and update reports about the progress or achievement of the project / programme according to the informational needs of different stakeholders
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Collection of relevant data for project / programme evaluation by using methods which are tailored to the purposes and participants • Assess and report the results of project / programme to related stakeholders in different formats. The presentation of the report should be tailored for the informational needs of different stakeholders
Remark	