

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 11. Other Generic Competencies
(Key Function – 11.5 Project / Programme Management)

Title	Set up project / programme team and establish infrastructure
Code	109602L5
Range	Establishing project / programme team top deal with specific initiatives related to bank's business development. This applies to projects / programs of different purposes and scales.
Level	5
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Understand the criticality in setting up the team, the purpose and objectives by specifying clearly on how these related to the value to the bank; • Understand the roles and responsibilities of the team in project/ programme and team members' personal characteristics, strengths and weaknesses; • Understand the resources and constraints of the team in order to establish adequate infrastructure; • Possess knowledge in setting SMART (specific, measurable, achievable, realistic and time bounded) Objectives/ goals. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Set up project charter or programme by defining the purpose, defining roles and responsibilities, outlining the objectives, identifying the main stakeholders and defining the authority of the project / programme leader etc.; • Assess the capability and capacity of the team, resources and constraints when establishing the infrastructure; • Define project / programme scope and terms of reference, prepare working schedule and confirm reporting line with related stakeholders; • Construct an overall project / programme management plan by integrate data and information; • Establish sound infrastructure to ensure the constituent initiatives can be run successfully. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • 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; • Apply effective risk management skills by conducting risk analysis, avoidance planning and contingency planning, developing guidelines in escalating high risk and sensitive issues to the appropriate level and seek for relevant support to resolve them.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Setting up the project chapter / programme with clearly defined roles and responsibilities, scopes, framework, work schedule & etc. according to the purpose and objectives of the project/ programme.

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Remark	
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