

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	Execute the actions according to the project / programme management plan
Code	109605L4
Range	Implementing the project / programme plan. This applies to the execution of any tasks stated in the project / programme implementation plan.
Level	4
Credit	3 (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"> • Possess the knowledge in project / programme management by executing action steps according to the guidelines given and carry out modifications to the original plan when encountering difficulties or unexpected situations; • Understand the importance of sound communication in project / programme management by escalating the problems to higher level if the scope is beyond the assigned authority. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Keep other team members updated about the progress of the plan regularly and provide guidance and / or assistance to overcome problems that arise when necessary; • 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.; • Communicate with relevant external parties throughout the project / programme phase so that queries or barriers derived from misunderstanding are minimized. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Communicate with different stakeholders to ensure their understanding of the agreed actions and the outcomes expected to achieve in order to minimize misunderstanding and mistakes; • Review progress of project / programme implementation continuously to identify improvement areas and take actions to correct promptly or to prevent recurrence of the problems.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • 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.
Remark	