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	Assess and report the results of project / programme
Code	109606L4
Range	Reporting results on project / programme evaluation. This applies to report the evaluation results in different kinds of format.
Level	4
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Knowledge in the Subject Area Be able to: • Possess the knowledge of the measurement of results for reporting by facilitating the result assessing and analysing process with key stakeholders and project / programme team members respectively; • Understand the objectives of project / programme and the evaluation format adopted to collect the feedback. 2. Applications Be able to: • Collect all sorts of data and information about the project / programme and organize in a systematic manner for record; • Integrate insights learnt from the project / programme for knowledge sharing in the preferred formats by stakeholders; • Assess the results and report the findings for follow up or making recommendations for improvement; • Analyse and compare the results with similar project/ programme for identifying the areas for further enhancement and learning. 3. Professional Behaviour and Attitude Be able to: • Prepare and update reports about the progress or achievement of the project / programme according to the informational needs of different stakeholders; • Capture and specify the key learning in the report to target at continuous improvement.
Assessment Criteria	The integral outcome requirements of this UoC are: • Collection of relevant data for project / programme results by using appropriate methods which are tailored to the purposes and to the participants; • Management of data 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	