Specification of Competency Standards
for the Elderly Care Service Industry
Unit of Competency

Functional Area - Management

Title	Perform Project Management
Code	110854L4
Range	This Unit of Competency is applicable to practitioners who provide their services in the elderly care service industry.The application requires performing skilled tasks in familiar and some new working environments, and its execution requires analytical and decision-making skills.Practitioners should be able to understand the organization's established projects, cooperate with the organization's service development policies, systematically and strategically execute project contents, and assist the organization in achieving the project goals.
Level	4
Credit	2 （For Reference Only）

Competency	Performance Requirements
	1. Relevant knowledge on project management
	
	• Understand the methods to identify the organization's application and guidelines on project management
	• Understand the organization's service development policy
	• Understand the methods to inspect the overview of project management and the areas involved, such as:
	   o Time management
	   o Cost management
	   o Quality Control
	   o Human resource management
	   o Risk management, etc.
	• Understand the methods to arrange the workflow of project management, such as:
	   o Establish the project goals
	   o Design the project content
	   o Calculate the project budget
	   o Estimated project risk
	   o Invite relevant departments to cooperate and stakeholders to participate
	   o Staff responsible for the proposed project
	   o Perform assessments on project effectiveness, etc.
	• Understand the main scope of work of different departments of the organization, as well as the skills to maintain good communication and cooperation with each department
	• Understand the different strategic analysis methods, such as:
	   o SWOT (Strengths, Weaknesses, Opportunities, Threats)
	   o USED related to SWOT (make good use of advantages, stop disadvantages, achieve opportunities, resist threats)
	
	2. Perform project management
	
	• Develop project goals according to the organization's established project and service development policies, refer to the SMART GOALS (specific, measurable, achievable, realistic, and time-bound)
	• Utilize different methods to conduct strategic and systematic analysis to assess the feasibility of project goals
	• Plan the content of the project and the scope of the project according to the project goals
	• According to the content of the project, invite the staff from relevant departments to form a team, such as: the financial department, administrative department, human resources department, etc., and also invite stakeholders to participate in the project

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- Establish time limits for the content of the project, such as: activity sequencing, schedule, time control, etc., and establish financial budgets, such as: cost control, resource settings, etc.
- Arrange and hire suitable candidates to manage the operation of the entire project
- Before executing the project, the project risks must be calculated, such as: identifying risks, controlling risks, formulating risk countermeasures, etc.
- Regularly monitor the project progress and perform timely analysis, review and improvements on project execution
- Prepare to assess the effectiveness of the project upon project completion, such as: assessment strategy, assessment method, assessment tools, etc.
- Summarize the execution of the project, collect relevant information and data, and utilize different analysis methods to identify areas for improvement and corrections
- Document and record the entire process of executing the project and appropriately preserve the information for future reference purposes

3. Exhibit professionalism

- Fully understand the concept of project management and the skills of project execution
- Maintain good communication skills and contact participating departments in a timely manner

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<td>Assessment Criteria</td>
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The integrated outcome requirements of this Unit of Competency are:

- Able to understand the organization's service development policies, execute the organization's established projects with strategic management methods, and achieve the project's goals.

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