

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

Functional Area - Management

Title	Assess the Effectiveness of Project Management
Code	110855L6
Range	This Unit of Competency is applicable to practitioners who are responsible for planning risk management in the elderly care service industry. The application requires the demonstration of systematic expertise and coherent theoretical knowledge in a wide range of specialized technical, professional or managerial working environments, and its execution requires critical analysis, decision-making, integration and expansion skills. Practitioners should be able to understand the overview and workflow of project management, and assess the effectiveness of project management on the organization's projects according to its purpose on the use of project management, identify areas of improvements and develop improvement plans accordingly.
Level	6
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on assessing the effectiveness of project management</p> <ul style="list-style-type: none"> • Understand the methods to assess and judge the organization's application and guidelines on project management • Understand the methods to integrate project management into the organization's service development policy • Understand the methods to integrate the project management overview and the involved scope, such as: <ul style="list-style-type: none"> ○ Time management ○ Cost management ○ Quality control ○ Human resource management ○ Risk management, etc. • Understand the methods to assess and judge the workflow of project management, such as: <ul style="list-style-type: none"> ○ Establish the project goals ○ Design the project content ○ Calculate the project budget ○ Estimated project risk ○ Invite relevant departments to cooperate and stakeholders to participate ○ Staff responsible for the proposed project ○ Perform assessments on project effectiveness, etc. • Understand the benefits of project management and the purpose of the organization's use of project management, such as: <ul style="list-style-type: none"> ○ Reasonably arrange and review project progress, effectively use and integrate project resources, which will help reduce project costs ○ Improve project teamwork ○ Make good use of analytical skills and regularly monitor the project's progress, to be able to identify problems in the project as early as possible, and deal with them as soon as possible • Understand the skills of effectiveness assessments <p>2. Assess the effectiveness of project management</p> <ul style="list-style-type: none"> • Utilize strategic analysis tools to assess the effectiveness of project management, such as: 6W1H

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	<ul style="list-style-type: none"> ○ WHO will lead the assessment? WHO assists in the assessment? ○ WHOM will be assessed? ○ WHAT needs to be assessed? WHAT is the direction and purpose of the assessment? WHAT assessment tool is used? ○ WHEN will the assessment be conducted? How often is the assessment conducted? ○ WHERE in project management (categories) are we assessing? ○ WHY assess certain scopes of project work? ○ HOW to assess? ● Integrate the data related to the effectiveness of project management, according to the organization's purpose of using project management, such as: <ul style="list-style-type: none"> ○ Output: Can project management improve the expected output of the project? ○ Outcomes: Can project management achieve the expected results? Or even achieve results better than expected? ○ Impact: Does project management have positive impacts on the project itself and the organization? ● Obtain key information using different methods to assess the effectiveness of project management, such as: <ul style="list-style-type: none"> ○ Establish focus groups: convene all staff of the project management team to review the operation and effectiveness of project management ○ Analyze data: compare the effectiveness of the organization's previous projects of similar nature to identify differences ○ Design assessment tools: before, during and after project management, the progress of the project is recorded in the assessment form, and perform comparison and analysis in the later stages of the project ○ Integrate opinions from partners: conduct opinion surveys for the stakeholders of the collaborative project to collect relevant opinions, such as: project progress, smoothness of process, project quality, project effectiveness, etc. ● Integrate all data, reports and survey results, perform analysis, identify areas of improvements in project management, investigate factors affecting effectiveness, and determine the priority of improvement plans ● Develop concise and feasible improvement measures <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> ● Understand the objectives, processes and comprehensive information of project management, and develop appropriate and corresponding effectiveness review plans
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Able to understand the organization's purpose on the use of project management, and review the effectiveness of project management on the organization's projects using different methods; and ● Able to review effectiveness assessment results using systematic knowledge, identify areas of improvements, and develop improvement plans using critical analysis skills.
Remark	