

1. Title	Perform basic project management for low voltage electrical installation projects at work site
2. Code	EMELPM303A
3. Range	Applicable to project and operation management of electrical installations. Perform basic project management for low voltage electrical installation projects at work site.
4. Level	3
5. Credit	6
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand basic project management knowledge</p> <ul style="list-style-type: none"> <li>◆ Understand all kinds of basic project management theories, e.g. work breakdown structure (WBS), manpower organization, project schedule, income and expenditure list, etc.</li> <li>◆ Understand project planning, job allocation, authority and responsibilities</li> <li>◆ Understand supervisory techniques for project management such as mastering the engineering processes, giving orders for different jobs, communicating and reporting effectively, etc.</li> </ul> <p>6.2 Perform basic project management for low voltage electrical installation projects at work site</p> <ul style="list-style-type: none"> <li>◆ Perform basic project management for low voltage electrical installation projects at work site, including: <ul style="list-style-type: none"> <li>• Mastering the key points of work for low voltage electrical facilities and devices</li> <li>• Arranging the work flow, including: dismantling, installation, inspection, testing, commissioning, repair and maintenance</li> <li>• Arranging the transport of materials and electrical equipment</li> <li>• Contacting different kinds of engineering personnel to coordinate the engineering activities for a smooth completion of every work process</li> <li>• Inspecting and reporting on the progress and problems of the low voltage electrical installation project</li> </ul> </li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to understand basic project management knowledge;</p> <p>(ii) Capable to understand the key points of work for low voltage electrical facilities and devices;</p> <p>(iii) Capable to implement the methods of supervising the work flow of low voltage electrical installation projects;</p> <p>(iv) Capable to implement the transport system for materials and electrical equipment;</p> <p>(v) Capable to implement the methods and system of liaising various kinds of engineering personnel for coordination of work activities and smooth completion of every work process; and</p> <p>(vi) Capable to implement problem reporting mechanism.</p>
8. Remarks	