

1. Title	Formulate project procedures and schedule
2. Code	EMCUPM501A
3. Range	Formulate project procedures and schedule for electrical and mechanical services according to the specifications, scope and targets of the project.
4. Level	5
5. Credit	9
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Principles and techniques of electrical and mechanical project management</p> <ul style="list-style-type: none"> ◆ Understand the principles and techniques of electrical and mechanical engineering project management, including the formulation of project procedures, schedule, contingency plan and review mechanism <p>6.2 Formulate procedures, schedule, contingency plans and review mechanism for electrical and mechanical projects</p> <ul style="list-style-type: none"> ◆ Draft project procedures <ul style="list-style-type: none"> • Confirm the project specifications, scope and targets according to the contract and related information • Analyze the work breakdown structure and organisational breakdown structure • Pay attention to safety, health and environmental protection ordinances and codes, the protection of intellectual property and quality management system of the organization when drafting project procedures ◆ Formulate project schedule <ul style="list-style-type: none"> • Apply project management techniques to formulate project schedule according to the contract and related information as well as project procedures drafted and the following arrangements: <ul style="list-style-type: none"> ▸ Critical path and flow chart ▸ Arrangements of equipment, materials and parts ▸ Arrangements of human resources ◆ Formulate contingency mechanism and review mechanisms <ul style="list-style-type: none"> • Conduct risk assessment for the projects and formulate contingency mechanism ● Formulate review mechanism for the project to ensure that targets of the project be achieved
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to formulate project procedures and schedules for electrical and mechanical projects according to the project specifications and targets; and</p> <p>(ii) Capable to formulate effective review check points and review mechanism for the projects.</p>
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses knowledge of operation management.