

Specification of Competency Standards
for the Fashion Industry
Unit of Competency

Functional Area - Quality System & Sustainability

Title	Apply planning tools for improvement projects
Code	108241L5
Description	Apply planning tools to support improvement project planning and management in a fashion business. This applies to individuals who are required to apply planning tools to facilitate systematic planning and management of improvement projects in a fashion business.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the subject area</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • understand the commonly used planning tools for project management in the fashion industry (e.g. seven management and planning tools) • critically evaluate the purposes of particular tools as well as the appropriate contexts of their application • critically evaluate the key stages and tasks of different types of improvement projects • apply appropriate planning tools to identify the task sequence and resources required to complete improvement projects <p>2. Application and process</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • identify the scope of work, desired outcomes, budget and key dates of improvement projects of a fashion business • apply planning tools to identify tasks and graphically show their logical relationships (e.g. affinity diagram) • narrow down broad scope of work into specific assignments or tasks with relevant tools (e.g. tree diagram) • determine roles and responsibilities for different tasks or assignments through the use of relevant tools (e.g. matrix diagram) • prioritise tasks, assignments or options based on weighted criteria with the aid of relevant tools (e.g. prioritisation matrix) • apply appropriate tools to schedule and organise steps and tasks to complete the projects (e.g. activity network diagram) • use relevant tools to systematically predict future performance and problems and prepare contingency plans (e.g. process decision program chart) <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • select appropriate planning tools to meet the needs of an organisation • aim at timely, satisfactory and cost-effective project completion
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to accomplish:</p> <ul style="list-style-type: none"> • Systematic application of planning tools to facilitate planning and management of improvement projects in a fashion business, which take into consideration the scope, expected outcomes and timeframe of improvement projects.
Remark	