

Unit of Competency

Functional Area: Operations Management

Title	Define project scope
Code	105285L4
Range	This unit of competency is applicable to practitioners in import and export industry to define projects which are a temporary endeavour with a defined time and cost constrained, exit condition and constrained deliverables.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess knowledge of project management <ul style="list-style-type: none"> • Use structured approach to define projects • Collect relevant information to develop work breakdown structure (WBS) 2.1. Define project scope <ul style="list-style-type: none"> • Define the overall objectives of the project • Define the major deliverables and expected outcomes • Define project specifications and identify project requirements • Provide a rough estimates of resources, time and cost required for the project • Define limits and exclusion of the project • Review the scope, schedule, and expectations of the projects with internal and external customers • Determine project phase and exit criteria, i.e., deliverables that must be accepted before moving to the next phase • Defining tools to trace the project progress 2.2. Define priorities of tasks <ul style="list-style-type: none"> • Identify constraints such as completion date, specifications, and budgets of the project • Identify performance standards • Use relevant tools (e.g., priority matrix) to manage trade-offs among resource, time, and cost • Define the priorities of tasks 2.3. Create work breakdown structure (WBS) <ul style="list-style-type: none"> • Use WBS to subdivide the works of the project into smaller elements • Ensure all work elements are identified • Integrate the work elements with current business operations • Use WBS to define priorities of tasks
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of collecting necessary information • Capable of defining the objectives of projects • Capable of identifying constraints and defining priorities of tasks • Capable of defining tools to keep track of the progress
Remark	