## Unit of Competency

## Functional Area: Operations Management

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       Performance Requirement         1. Possess knowledge of project management       . Use structured approach to define projects         2. Collect relevant information to develop work breakdown structure (WBS)         2.1. Define project scope       . Define the overall objectives of the project         9. Define the overall objectives of the project requirements       . Provide a rough estimates of resources, time and cost required for the project         0. Define the overall objectives of the project       . Define project pace, schedule, and expectations of the projects with internal and external customers         0. Define project phase and exit criteria, i.e., deliverables that must be accepted before moving to the next phase         0. Define project strace the project progress         2.2. Define projrities of tasks         1. Use WBS to subdivide the works of the project into smaller elements         0. Use WBS to subdivide the works of the project into smaller elements         0. Define the proirities of tasks         2.3. Create work breakdown structure (WBS)         0. Use WBS to subdivide the works of the project into smaller elements         0.	Title	Define project scope
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       Performance Requirement         1. Possess knowledge of project management       • Use structured approach to define projects         • Collect relevant information to develop work breakdown structure (WBS)       2.1. Define project scope         • Define the major deliverables and expected outcomes       • Define the major deliverables and expected outcomes         • Define the scope, schedule, and expectations of the project       • Review the scope, schedule, and expectations of the project swith internal and external customers         • Define project specifications and identify project requirements       • 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 project soft stasks         • Identify constraints such as completion date, specifications, and budgets of the project       • Use relevant tools (e.g., priority matrix) to manage trade-offs among resource, time, and cost         • Use wBS to addine the work of the project into smaller elements       • Ensure all work elements with current business operations         • Use wBS to define priorities of tasks       • Use wBS to define proirities of tasks         2.3. Create work breakdown structure (WBS)       • Use wBS to define	Code	105285L4
Credit         6 (for reference only)           Competency         Performance Requirement           1. Possess knowledge of project management         • Use structured approach to define projects           • Collect relevant information to develop work breakdown structure (WBS)         2.1. Define project scope           • Define the overall objectives of the project         • Define the major deliverables and expected outcomes           • Define the area of 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 ilmits and exclusion of the project           • Define 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         • 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)         • Use WBS to subdivide the works of the project into smaller elements           • Ensure all work elements are identified         • Integrated outcome requirements of this unit of competency are:         • Capable of collecting necessary information           • Use WBS to define priorities of tasks         • Use relevant tools (e.g., priority matrix) to competency are:         • Capable of defining toob	Range	projects which are a temporary endeavour with a defined time and cost constrained, exit
Competency       Performance Requirement         1. Possess knowledge of project management         • Use structured approach to define projects         • Collect relevant information to develop work breakdown structure (WBS)         2.1. Define project scope         • Define the overall objectives of the project         • Define project scope         • 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 inits 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         • 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)         • Use WBS to subdivide the works of the project into smaller elements         • Ensure all work elements are identified         • Integrated outcome requirements of tasks         2.3. Create work breakdown structure (WBS)	Level	4
1. Possess knowledge of project management         Use structured approach to define project         Collect relevant information to develop work breakdown structure (WBS)         2.1. Define project scope         Define the overall objectives of the project         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         Define proidet specifications and identify project requirements         Determine project phase and exit criteria, i.e., deliverables that must be accepted before moving to the next phase         Define priorities of tasks         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)         Use WBS to subdivide the works of the project into smaller elements         Ensure all work elements with current business operations         Use WBS to define priorities of tasks         2.3. Create work leements with current business operations         Use WBS to define priorities of tasks <td< td=""><td>Credit</td><td>6 (for reference only)</td></td<>	Credit	6 (for reference only)
Criteria  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	Competency	<ol> <li>Possess knowledge of project management         <ul> <li>Use structured approach to define projects</li> <li>Collect relevant information to develop work breakdown structure (WBS)</li> </ul> </li> <li>Define project scope         <ul> <li>Define the overall objectives of the project</li> <li>Define project specifications and identify project requirements</li> <li>Provide a rough estimates of resources, time and cost required for the project</li> <li>Define limits and exclusion of the project</li> <li>Review the scope, schedule, and expectations of the projects with internal and external customers</li> <li>Determine project phase and exit criteria, i.e., deliverables that must be accepted before moving to the next phase</li> <li>Defining tools to trace the project progress</li> </ul> </li> <li>Define priorities of tasks         <ul> <li>Identify constraints such as completion date, specifications, and budgets of the project</li> <li>Identify performance standards</li> <li>Use relevant tools (e.g., priority matrix) to manage trade-offs among resource, time, and cost</li> <li>Define the priorities of tasks</li> </ul> </li> <li>Create work breakdown structure (WBS)         <ul> <li>Use WBS to subdivide the works of the project into smaller elements</li> <li>Ensure all work elements are identified</li> <li>Integrate the work elements with current business operations</li> <li>Use WBS to define priorities of tasks</li> </ul> </li> </ol>
Remark	Assessment Criteria	<ul> <li>Capable of collecting necessary information</li> <li>Capable of defining the objectives of projects</li> <li>Capable of identifying constraints and defining priorities of tasks</li> </ul>
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