

**Unit of Competency****Functional Area: Operations Management**

Title	Develop project implementation plans
Code	105286L4
Range	This unit of competency is applicable to practitioners in the import and export industry in establishing implementation plan for projects in accordance with the project scope.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> <li>1. Possess knowledge of project management <ul style="list-style-type: none"> <li>• Apply a range of skills to make implementation plan decision</li> <li>• Apply a range of skills to make progress evaluation decision</li> </ul> </li> <li>2.1. Develop implementation plan <ul style="list-style-type: none"> <li>• Determine the project scope, requirements, tasks, milestones, deliverables and exit condition</li> <li>• Determine technical requirements</li> <li>• Identify and make available the resources needed</li> <li>• Determine the sequence of tasks and set schedule to complete the tasks or activities</li> <li>• Develop the budgets to manage and control cost</li> <li>• Determine appropriate performance metrics to evaluate the performance of contractors/vendors</li> <li>• Identify project risks and use relevant tools to manage risks</li> <li>• Identify project phase and exit criteria for each phase of the project</li> <li>• Identify shareholders and use appropriate communication means to communicate project plans with them</li> <li>• Determine accountability metrics and assign responsibility</li> </ul> </li> <li>2.2. Critically evaluate progress and make adjustment if required <ul style="list-style-type: none"> <li>• Conduct project evaluation to ensure the project is aligned with business requirements, ensure the technical requirements of the project are met, ensure activities are complete according to project plan, ensure contractors/vendors meet the defined performance requirements, and ensure project time, costs, and scope, and performance are within acceptable limits</li> <li>• Make appropriate adjustments in project plans to deal with changes</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of developing implementation plan</li> <li>• Capable of evaluating progress of project</li> </ul>
Remark	