

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Operations Management

Title	Plan project management operation
Code	LOCUOM505B
Range	This unit of competency is applicable to relevant units of sea freight, air freight and express operators. Practitioners should be capable to formulate project management operational plans in accordance with the requirements of individual projects and actual situation of the company.
Level	5
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess the knowledge of logistics operation and project management</p> <ul style="list-style-type: none"> • Be familiar with various procedures, special technical requirements, professional qualifications or licenses for an individual logistics project • Understand clearly the customer's requirements for an individual project • Understand clearly the timeframe and cost arrangement for an individual project • Understand clearly whether the company is capable to finish the project • Understand KPI measurement and tools during project management • Understand market situation on KPI requirement and measurement • Understand the development skills and philosophy of KPIs for the company and its customers to enhance value • Master the methods and techniques of project management <ul style="list-style-type: none"> ○ Gantt chart, work breakdown structure, critical path analysis, etc. ○ Project planning and control ○ Project evaluation and review techniques • Master the application of project management software <p>2. Formulate project management operational plans</p> <ul style="list-style-type: none"> • Analyse the workflow and working procedures of logistics projects • Analyse the operation and timeline requirements of an individual logistics project • Analyse operational procedures of and resources required for the project • Formulate an efficient and cost-effective project management plan in accordance with special techniques or professional requirements of an individual logistics project and requirements specified by the customer including: <ul style="list-style-type: none"> ○ Completion time for each procedure of the project ○ The need of subcontractors or consultants ○ Review project progress regularly ○ Follow up project progress regularly with the customer as well as review and confirm the achievements by stage to meet the customer requirements • Compile internal and external KPI reports on project management operational plans • Use KPI results to manage and enhance project efficiency and effectiveness • Develop and apply new KPI during the project cycle to enhance the completion date and cost
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to formulate a comprehensive project management plan in accordance with special technical or professional requirements for an individual logistics project and requirements specified by the customer so as to ensure successful completion of project within the limit of time and cost; and • Capable to compile reports on project management operational plans.

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