

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Sales, Marketing and Customer Services

Title	Formulate project schedule management
Code	LOSASM603B
Range	This unit of competency is applicable to logistics service providers. Practitioners should be able to apply knowledge of scheduling to formulate project schedule, and determine the effectiveness of time management activities
Level	6
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Know about project management and scheduling</p> <ul style="list-style-type: none"> • Know about the principles of project management • Understand the business operations in logistics related industries • Understand relevant internal and external requirements in managing projects • Understand the negotiation and communication skills <p>2. Formulate the project progress and project progress schedule</p> <ul style="list-style-type: none"> • Identify tasks' duration, critical path and buffers, effort and sequence as the basis to manage project schedule • Obtain relevant input and support for the project schedule from relevant personnel • Select and use relevant methods/techniques/and tools to determine schedule, plans for time management, resource allocation, and financial requirements • Obtain agreement for the schedule from project authority and communicate to relevant personnel as a basis to measure the progress of a project • Assess skills and resources, risk management, contingency handling and potential accidents. <p>3. Implement project schedule</p> <ul style="list-style-type: none"> • Develop mechanisms to measure, record and report on the progress of activities with reference to the agreed schedule • Conduct continuous analyses to identify variances and forecast the impact of project schedules, critical path and buffers calculation and evaluation • Review progress throughout the project life cycle and make changes where appropriate and implement agreed schedule changes in accordance with project objectives, scope, and resource constraints • Collect responses to schedule changes and seek consent from relevant personnel <p>4. Critically assess time management outcomes</p> <ul style="list-style-type: none"> • Collect records and information as basis to critically evaluate the project outcomes • Identify the effectiveness of time management activities • Identify time management issues • Provide effective recommendations to improve performance of future projects • Report the estimated damages of the progress and take appropriate negotiation with customers and/or suppliers to rectify the situation
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of demonstrating successful application of time management tools and techniques to ensure achievement of project objectives;

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	<ul style="list-style-type: none">• Capable of applying knowledge of time management methodologies, their capabilities, limitations, application and outcomes; and• Capable of critically assessing the outcomes of time management and providing recommendations to improve performance of future projects
Remark	