

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Product Design and Development

Title	Collate projects progress and relevant information
Code	106394L3
Range	This unit of competency is applicable to design and development departments of manufacturing technology industry. Practitioners should be capable to familiar with the project process and collate and summarise relevant information, as well as report to supervisor.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand knowledge of collating projects progress and relevant information</p> <ul style="list-style-type: none"> • Understand the outputs of each project stage • Understand the usage and importance of product development project schedule • Understand the deadline of each work of product development project and relevant responsible departments • Understand the priority of project works. • Understand the corporate manufacturing procedure <p>2. Collate projects progress and relevant information</p> <ul style="list-style-type: none"> • According to the product development project schedule, follow up the project progress, collate and summarise relevant information. • Coordinate the project progress with relevant departments, ensure all relevant staff of the project understand the latest requirements. • Estimate the needed time of each work • Report project progress and give feedbacks to supervisor, assist updating and amending the product development project schedule <p>3. Professional handling of collating projects progress and relevant information</p> <ul style="list-style-type: none"> • Ensure the collated relevant project information is accurate
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • According to the product development project schedule, follow up the project progress, collate and summarise relevant information, as well as ensure the information is accurate.
Remark	