

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

Functional Area - Product Design and Development

Title	Formulate product development project schedule and monitor project progress
Code	106484L4
Range	This unit of competency is applicable to design and development departments of Manufacturing Technology Industry. Practitioners should be capable to master product development project schedule and project progress, supervise, control and carry out timely adjustment
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the knowledge of formulating product development project schedule</p> <ul style="list-style-type: none"> • Understand the communication mechanism of corporate product development projects • Understand relevant product development process • Understand management methods and tools of the project schedule and time management methods, such as project schedules and Gantt chart • Understand the corporate product development level • Understand the computer system used in the project schedule and time management, such as Excel and product lifecycle management systems (PLM) <p>2. Formulate product development project schedule and monitor project progress</p> <ul style="list-style-type: none"> • Assist the product development projects team to analyse relevant product development tool and estimate the time required for the project • According to the project schedule and different project stages, apply all kinds of charts and carefully analyse the project procedures • Formulate a detailed project schedule, and the deliverables of each work • Supervise and monitor the progress of the project, when discrepancies with the original schedule are found, take initiative to understand the situation and implement corrective measures <p>3. Professional handling of formulating product development project schedule and monitor project progress</p> <ul style="list-style-type: none"> • Detailedly consider elements such as safety, risk, productivity, quality, environmental protection and cost, formulate product development project schedule and monitor project progress and meet all aspects of requirements
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to formulate a detailed project schedule, and the deliverables of each work when analysing the project process and time needed • Capable to collect and consolidate the information and data of the projects, supervise and monitor their progress
Remark	