

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

Functional Area - Product Design and Development

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| Title               | Formation of product development project team  |
| Code                | 106579L5   |
| Range               | This unit of competency is applicable to design and development departments of Manufacturing Technology Industry. Practitioners should be capable to analyse different requirements of all aspects of the product development project, target relevant techniques and form appropriate teams   |
| Level               | 5  |
| Credit              | 3 (For Reference Only)   |
| Competency          | <p>Performance Requirements</p> <p>1. Understand knowledge of formation of product development project team</p> <ul style="list-style-type: none"> <li>• Understand communication mechanism of corporate product development projects</li> <li>• Understand the benefits and importance of cross-functional product development team such as strengthening quality management function and upgrade the Design for Manufacturing</li> <li>• Understand general requirements for related products of government and the industry</li> <li>• Understand techniques requirements and analysis methods of functional structure and application of tools, such as organisational breakdown structure chart (OBS), a list of techniques requirements, and the functional chart of project team</li> <li>• Understand the colleagues ability and level of the relevant departments</li> <li>• Understand international the best product design management standards or model, such as ISO / TS16949</li> </ul> <p>2. Formation of product development project team</p> <ul style="list-style-type: none"> <li>• Carry out effective internal and external communication, analyse all aspects of requirements of product development projects</li> <li>• Formulate a list of techniques requirements, negotiate with all department heads on the resources allocation of arrangements of formation of project team</li> <li>• Apply different tools, formulate the structure of the team in accordance with the allocation of human resources, ensure that every member knows their functions and duties in the group</li> <li>• Analyse the future trends of the customers and local product development requirements, and the gap of existing human resources level and industrial development trends, make recommendations to the human resources department and management /</li> </ul> <p>3. Professional handling of formation of product development project team</p> <ul style="list-style-type: none"> <li>• During the formation of project team, prevent any misuse / misappropriation of corporate assets, corruption, fraud or extravagance etc</li> </ul> |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to form appropriate product development project teams and ensure that every member knows their functions and duties in the group</li> <li>• Capable to examine the gap between the corporate existing human resources level and industrial development trends, make recommendations to the human resources department and management</li> </ul>  |
| Remark              |  |