

## MANAGE PROJECT DESIGN AND PLANNING

**UNIT CODE:** BUS/OS/PM/CR/03/6/A

### UNIT DESCRIPTION

This unit covers the competencies required to manage project design and planning. It involves identifying and managing project design team, developing project design plan, developing project implementation plan and identifying project resources.

### ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
<p>These describe the key outcomes which make up workplace function</p>	<p>These are assessable statements which specify the required level of performance for each of the elements.</p> <p><i><b>Bold and italicized terms are elaborated in the Range</b></i></p>
<p>1. Identify and manage project design team</p>	<p>1.1 Job descriptions and specifications of project team members are developed as per project design requirement</p> <p>1.2 Project team is procured as per as the job description and specifications</p> <p>1.3 Tasks are allocated as per the job description and specifications</p>
<p>2. Develop project design plan</p>	<p>2.1 <i><b>Relevant information</b></i> is acquired and organized as per the project needs</p> <p>2.2 Project design is developed as per the project needs</p> <p>2.3 Project design is submitted for approval as per the standard operating procedures and regulatory requirements</p> <p>2.4 Budget design plan is prepared and approved as the standard operating procedures</p>
<p>3. Develop project implementation plan</p>	<p>3.1 Work plans are prepared as per project outcomes</p> <p>3.2 Procedure for resource management is outlined as per the project milestone</p> <p>3.3 Project timeline is prepared as per the project outcome</p> <p>3.4 A communication plan for stakeholders is prepared as per standard operating procedures</p> <p>3.5 M&amp;E schedule is prepared as per the project outcomes and objectives</p> <p>3.6 Procedures for stakeholder involvement are outlined as per the project objectives</p>
<p>4. Develop</p>	<p>4.1 Project activities are defined as per project</p>

project schedule	<p>implementation plan</p> <p>4.2 Project activities are sequenced as per project implementation plan</p> <p>4.3 Activity schedules are developed as per project implementation plan</p>
5. Identify project resources	<p>5.1 <i>Resources breakdown structures</i> is prepared as per the project objectives</p> <p>5.2 <i>Resource calendar</i> is prepared as per project objectives</p>
6. determine project implementation budget	<p>1.1 Activity cost is estimated as per project schedule</p> <p>1.2 project implementation budget is developed as per the project schedule</p> <p>1.3 project implementation cost is controlled as per project scope</p>

## RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Relevant information may include but not limited to:	<ul style="list-style-type: none"> <li>• what the project entails</li> <li>• where it will be done</li> <li>• when it will be done</li> <li>• who will be doing it</li> <li>• how it will be done</li> <li>• why it will be done</li> </ul>
2. Relevant stakeholders may include but not limited to:	<ul style="list-style-type: none"> <li>• Financiers</li> <li>• Approvers</li> </ul>
3. Resource breakdown structure may include but not limited to:	<ul style="list-style-type: none"> <li>• people</li> <li>• machinery</li> <li>• equipment</li> <li>• supplies</li> <li>• facilities</li> </ul>
4. resource calendar may include but not limited to:	<ul style="list-style-type: none"> <li>• quantity of resource</li> <li>• resource type</li> <li>• requirement date</li> <li>• resource quality</li> <li>• performance</li> </ul>

--	--

## **REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

### **Required Skills**

The individual needs to demonstrate the following skills:

- Problem solving skills
- Interpersonal skills
- Research skills
- Proposal writing
- Decision making skills
- Report writing
- Time management skills
- Communication
- Analytical skills
- Basic ICT
- Safety
- Risk analysis skills
- Business planning

### **Required Knowledge**

The individual needs to demonstrate knowledge of:

- Relevant legislations
- Occupational safety and health
- Project design
- Multi-cultural diversity
- Preparation of reports
- Budgeting
- conflict resolutions
- contract negotiations
- Environment and conservation

## EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Assembled project design team 1.2 Developed project design plan 1.3 Developed project implementation plan 1.4 Prepared a project design report
2. Resource implications	Computers and telecommunication equipment 2.1 Stationery 2.2 Relevant legislations 2.3 PPE
3. Methods of assessment	Competency in this unit may be assessed through: 3.1 Written tests 3.2 Interviews 3.3 Third party reports
4. Context of Assessment	Competency may be assessed: 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.