
Overview

This standard is about contributing to project planning and supporting the implementation and monitoring of projects to achieve planned outcomes. It includes communicating with all those involved in the projects, keeping records of project activities and providing progress reports. It is for administrators who help to run projects.

Business Support Systems; Manage Information

CFABAA151

Contribute to running a project

Performance criteria

Contribute to project planning

You must be able to:

- P1 identify all stakeholders involved in the project
- P2 confirm the purpose of the project with all relevant stakeholders
- P3 confirm the project scope, timescale, aims and objectives
- P4 contribute to the preparation of a project specification
- P5 confirm the resources needed for the project

Run the project

You must be able to:

- P6 implement and monitor the project to meet the agreed budget and timescales
- P7 communicate with all those involved in or affected by the project
- P8 seek advice in response to unexpected events
- P9 keep records of all project activity in the agreed format
- P10 provide interim reports on project progress
- P11 achieve required outcomes on time and to budget

CFABAA151

Contribute to running a project

Knowledge and understanding

You need to know and understand:

- K1 the difference between managing operations and managing projects
- K2 the advantages and disadvantages of using projects and when projects are appropriate
- K3 the benefits of defining a project's purpose, scope, timescale, costs, aims and objectives
- K4 how to estimate types and quantity of resources needed for project activities
- K5 the project-planning methodologies appropriate to the types of projects run and tools that can be used to assist project planning and control
- K6 different methods available to monitor projects
- K7 different ways of communicating with those involved in or affected by a project to make sure it runs smoothly
- K8 the benefits of being flexible and adapting project plans when necessary
- K9 how to record project activities
- K10 the purpose of interim reporting

CFABAA151

Contribute to running a project

Additional Information

Skills

1. application of number
2. analysing
3. communicating
4. evaluating
5. managing time
6. monitoring
7. organising
8. managing resources
9. prioritising
10. problem solving
11. planning

Links to other NOS Business Support Systems; Manage Information

CFABAA151

Contribute to running a project

Developed by Skills CFA

Version number 2

Date approved January 2013

Indicative review date December 2016

Validity Current

Status Original

Originating organisation Skills CFA

Original URN CFABAA151

Relevant occupations Business, Administration and Law; Administration; Administration and Secretarial Occupations

Suite Business and Administration (2013)

Key words Business; administration; projects