

---

**Overview**

This standard identifies the skills you need to prepare, conduct and manage projects, operations or investigations in life sciences and related industries, in accordance with approved procedures and practices. This may include laboratory projects, operations, experiments, studies or processing activities.

Projects of this type require meticulous planning involving management, colleagues, customers/clients and a wide range of resources. It is also important to have a good knowledge of planning and recording methods, tools and techniques since the project must deliver agreed aims and objectives and meet deadlines and targets. Evaluation of the effectiveness and efficiency of the methods, actions and results of your work should be reviewed.

Your underpinning knowledge will enable you to use practical, theoretical or technical understanding to address workplace problems that are well defined but complex and non-routine.

Who this standard is for

The standard is recommended for senior laboratory staff.

---

**Performance  
criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures to protect yourself and others
  - P2 determine the scope of the project and the processes required to achieve it
  - P3 develop a full project plan which accurately identifies the project aims and objectives, work plans and schedules that are achievable
  - P4 form the project team, with the correct mix of subject and technical experts and agree roles and responsibilities
  - P5 develop and manage a monitoring process to review progress, taking prompt corrective action, obtaining agreement from the relevant people if required, to deliver the critical project outcomes
  - P6 obtain authority and support for release of necessary resources
  - P7 conduct and manage the project according to the plan, consulting with subject experts and specialists as required
  - P8 report project progress to relevant parties at agreed stages
  - P9 deal effectively with problems within your control and report any that cannot be solved
  - P10 communicate the required information about the work done, to senior people and other authorised people, in accordance with departmental and organisational procedures

## Knowledge and understanding

### You need to know and understand:

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the scientific or similar techniques and processes you must use correctly in the workplace
- K3 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K4 the key principles for project management success
- K5 who needs to be consulted when planning and resourcing project plans
- K6 how to clarify and agree project objectives
- K7 the different project management methods that can be used, and how to select the appropriate methods for your project
- K8 how to arrive at an estimate of timescales and the need to set milestones for achievements
- K9 how to write the project plan, incorporating all necessary tools and techniques available for project planning and monitoring
- K10 how to allocate specific tasks and responsibilities to project team members, according to individual skills and abilities
- K11 how to monitor and evaluate the project progress effectively
- K12 how to conduct a project meeting and the importance of obtaining team members' agreement to any changes
- K13 how to provide information/reports on performance during and after projects
- K14 how to solve problems and overcome barriers/difficulties encountered during the project
- K15 who needs to be consulted when planning and resourcing project plans
- K16 the document control and reporting procedures that should be used
- K17 the reasons why effective communication is important, and the methods used for communicating effectively associated with them

## COGLS322

Plan, conduct and manage projects, operations or investigations in life sciences and related industries



---

<b>Developed by</b>	Cogent
<b>Version number</b>	1
<b>Date approved</b>	October 2013
<b>Indicative review date</b>	October 2018
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Cogent
<b>Original URN</b>	COGLS322
<b>Relevant occupations</b>	Associated Professionals and Technical Occupations; Science and Mathematics; Science; Science and Engineering Technicians; Professional Occupations; Science Professionals
<b>Suite</b>	Life Sciences and Related Industries 3
<b>Key words</b>	Planning; monitoring; conducting; managing; projects; complex; none-routine

---