

## Overview

This standard is about managing a housing project for which you have been given responsibility. This involves developing and agreeing a plan for the project, monitoring and controlling implementation of the plan, and managing any contractors delivering work as part of the project. It also involves ensuring that the project achieves its key objectives and is completed to the satisfaction of the project sponsor(s) and any key stakeholders.

## Performance criteria

*You must be able to:*

1. agree the key objectives and the available resources for the housing project with the relevant stakeholders
2. develop a project plan to achieve the objectives
3. determine the roles and responsibilities of project team members and provide ongoing information and support
4. manage potential risks arising from the project and address contingencies
5. arrange tendering processes for sub-contracted work in accordance with your organisational procedures
6. select contractors, negotiate and issue contracts in line with relevant legal and organisational requirements
7. manage sub-contractors in line with relevant legal and organisational requirements
8. monitor, control and review progress during implementation of the project plan
9. take required action to rectify problems with project delivery
10. meet the project management, information and data requirements of the project sponsors and relevant stakeholders
11. review the success of the project in meeting its objectives and use the findings to inform future practice

## Knowledge and understanding

*You need to know and understand:*

1. your organisation's procedures for setting up projects
2. how to identify the nature and scale of work which is required for the housing project
3. how to determine the resources required for successful project delivery
4. how to organise and construct a project plan and set project objectives
5. how to assess and manage risk
6. the relevant legal requirements and codes of practice applicable to your work
7. your organisational procedures and relevant legislation for health and safety.
8. how your organisation must comply with the relevant data protection legislation
9. the relevant sources of information available to you
10. how to work in partnership with identified colleagues and stakeholders for housing projects
11. how to develop project specifications and invitations to tender in line with funders 'published requirements
12. your organisation's procedures regarding selecting contractors and offering contracts
13. the relevant organisational policies, procedures, legal requirements and sub-contractual arrangements covering the work delivered by contractors
14. the roles, responsibilities, accountability and duties of other departments within your organisation and external organisations in the delivery of the project
15. how to monitor and control project delivery
16. the requirements of project sponsors and relevant stakeholders
17. how to evaluate and draw useful conclusions from the outcomes of the project

## Manage housing projects and contractors

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<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	Instructus
<b>Original URN</b>	ASTH407
<b>Relevant Occupations</b>	Resident Involvement Assistant; Housing Assistant; Neighbourhood Assistant; Housing Administrator; Lettings Assistant; Assistant Portfolio Manager (without portfolio); Lettings Negotiator; Revenue Officer/Assistant; Repairs Assistant; Housing Officer; Housing Manager
<b>Suite</b>	Housing
<b>Keywords</b>	property; investigating; dealing; breaches; accommodation; tenancy; licence; leaseholder; agreements; customers; documentation; safety; support; legislation; equality; diversity; safe; organise; managing; project; developing; plan; monitoring; implement