

Overview

This standard is about the process of design management. Project management involves considering any limitations that may affect how well you are able to respond to a new project, working out what skills, materials and equipment will be needed and planning and monitoring progress. It also involves evaluating the effectiveness of the project management in ensuring that a good design service was provided to the client.

Performance criteria

You must be able to:

1. identify skills needed to complete work, including any external agents
2. identify physical resources needed to meet specifications
3. prepare and present clear and accurate information on personnel, physical resources and finances to meet specifications
4. plan design development process, liaising with decision-makers and others involved to meet specifications
5. discuss and agree your role and responsibilities within the work programme
6. schedule and present clear and realistic proposals for action to meet agreed design objectives
7. produce schedules that takes account of ongoing design priorities and adapt to reflect any necessary changes to meet specifications
8. continuously monitor progress against plans to ensure design response is delivered to meet agreed objectives and timescales
9. take appropriate action where needed to overcome any unforeseen difficulties as they arise to meet specifications

Knowledge and understanding

You need to know and understand:

1. how to identify factors likely to affect design services
2. how to identify skills needed in relation to project requirements
3. how to estimate physical resource requirements
4. how to estimate costs
5. how to analyse and present financial information
6. financial and resource constraints
7. the information on:
 - costs for design development
 - costs for design realisation
 - external agents with suitable skills
8. how to negotiate and liaise
9. how to estimate and schedule design development time
10. how to prepare design development timetables
11. how to use planning tools
12. how to monitor progress against agreed objectives and time-scales
13. project planning and management monitoring techniques

Plan and manage design work

Developed by NSAFD

Version Number 2

Date Approved January 2019

Indicative Review Date January 2023

Validity Current

Status Original

Originating Organisation Proskills

Original URN PROFD13

Relevant Occupations Furniture Makers and Other Craft Woodworkers

Suite Fitted Furniture Installation

Keywords Fitted; furniture; plan; design; manage
