

Overview

This standard covers planning and managing a land-based project or event. It includes planning and managing resources and budgets as well as monitoring the delivery of the project or event to identify future improvements.

You must carry out your work in a way that takes account of its impact on the environment.

This standard is suitable for non-specialised project managers, for example, staff who have responsibility for a straightforward site improvement project or visitor event.

Performance criteria

You must be able to:

1. clarify the scope and objectives of the land-based project or event
2. clarify the timescale and location of the land-based project or event
3. assess potential risks with the delivery of the land-based project or event
4. identify the resources required for the land-based project or event
5. establish a budget for the land-based project or event
6. develop a plan for undertaking the land-based project or event
7. put processes and resources in place to manage the potential risks arising from the land-based project, and deal with contingencies
8. identify and agree the roles and responsibilities of the staff, contractors or volunteers involved in the land-based project or event
9. communicate the plan clearly to all those involved in the delivery of the land-based project or event
10. manage the allocation of resources **to achieve the objectives of the land-based project or event
11. deal with any problems that arise with the land-based project or event
12. obtain and review feedback from those involved in the land-based project or event
13. evaluate the success of the land-based project or event and identify where future improvements could be made
14. confirm that all activities are carried out in accordance with the relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and policies of your organisation
15. confirm that records are maintained and stored as required by the relevant legislation and your organisation

Knowledge and understanding

You need to know and understand:

1. the importance of clarifying the requirements for the land-based project or event
2. the basic project management principles, processes, tools and techniques
3. how to carry out a risk assessment
4. the relevant legislative, environmental or health and safety issues that may impact on the land-based project or event
5. how to plan and manage resources
6. how to plan and manage a budget
7. what should be included in the plan for the land-based project or event
8. the importance of contingency planning and what should be considered
9. how to communicate the plan to those who are involved
10. how to manage resources to deliver a successful land-based project or event
11. the importance of monitoring the progress of the land-based project or event
12. how to evaluate the success of the land-based project or event
13. your responsibilities as project/event manager under the relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and policies of your organisation
14. the legal requirements and those of your organisation for the completion and storage of records

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