

Plan and manage a land-based project or event LEGACY

Overview

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

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

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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 realistic and thorough plan for undertaking the land-based project or event and achieving its objectives
7. put processes and resources in place to manage potential risks arising from the land-based project and deal with contingencies
8. identify and agree roles and responsibilities of staff, contractors or volunteers involved in the land-based project or event
9. communicate the plan clearly to all those involved in managing 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 relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and organisational policies
15. confirm that accurate records are maintained in support of the land-based project or event

Knowledge and understanding

You need to know and understand:

1. the importance of clarifying the requirements for the land-based project or event
2. basic project management principles, processes, tools and techniques
3. how to carry out a risk assessment
4. relevant legislative, environmental or health and safety issues that may impact 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 how to do it effectively
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 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 current environmental and health and safety legislation, codes of practice and organisational policies
14. the requirements for reporting and recording and the length of time for which records should be retained

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Developed by	Lantra
Version Number	2
Date Approved	31 Jan 2018
Indicative Review Date	31 Jan 2023
Validity	Legacy
Status	Original
Originating Organisation	Lantra
Original URN	LANCS45
Relevant Occupations	Access Officer, Forestry, Conservation Officer, Coppicing, Ecologist, Education and Interpretation Officer, Estates Manager, Estate Worker, Manager of Volunteers, Ranger
Suite	Environmental Conservation, Game and Wildlife Management, Treework
Keywords	environmental conservation; treework; game and wildlife management