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| **Learner Name:**  |  | **Assessor:**  |  |
| **Centre Name:**  |  | **Internal Verifier (if applicable):**  |  |
| **BCS ID / ULN:**  |  |  |  |
| **Unit Information Summary** |
| **Approximate Guided Learning Hours: 20** | **Unit Number: K/502/4618** |
| **QCF Credit Value: 3** | **Learning Outcomes (Number): 4** |
| **Examples of Context:*** Updating project calendar with staff holiday information;
* Editing tasks to update status during project progress.
 | **Learning Materials Available:**None for this unit  |
| **Suggested Assessment Methods:**All ITQ units may be assessed using any method or combination of methods which clearly demonstrates that the learning outcomes and assessment criteria have been fully met* Scenario
* Coursework
* Portfolio of Evidence – classroom or work-based
* Practical Demonstration
* Assignment
* Task-based Controlled Assessment
* Professional Discussion
* Observation
* Witness Statement
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| **Ofqual Learning Outcome** | **Assessment Criteria** | **Examples of Content***The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- |
| **1 Create and define a project** | 1.1 | Identify the main components of the project management software |  |  |
| 1.2 | Identify the information about the project that must be included | *Project information: Tasks, timescales, resources, stages; Source of information: provided by the person responsible for the project* |  |
| 1.3 | Create a new project file using templates where appropriate |  |  |
| 1.4 | Store and retrieve project management files effectively in line with local guidelines for storage and use of data where applicable | *Store and retrieve: Files (eg create, name, open, save, save as, print, close, find)* |  |
| **2 Enter and edit information about project tasks and resources** | 2.1 | Identify types of tasks, milestones, deadlines and constraints | *Task types: Fixed cost, fixed duration, fixed work* |  |
| 2.2 | Enter and edit information about project tasks | *Task information: Duration, status, set reminders* |  |
| 2.3 | Identify time and resources required for the project |  |  |
| 2.4 | Apply a task calendar for scheduling tasks | *Task calendar: Working-time calendar, holidays* |  |
| 2.5 | Enter and edit information about resources for use in the project |  |  |
| 2.6 | Mark any dependencies between tasks |  |  |
| 2.7 | Assign resources to tasks | *Project resources: People, time, costs, equipment* |  |
| **3 Update information about project progress** | 3.1 | Use editing and formatting techniques to update project elements | *Editing techniques: Editing techniques appropriate to the type of information, for example: select, copy, cut, paste, undo, redo, drag and drop, find, replace, insert, delete, size, crop, position* |  |
| 3.2 | Update task status in line with progress | *Tasks status: Complete, in progress, not yet started* |  |
| 3.3 | Update information about resources as required |  |  |
| **4 Select and use appropriate tools and techniques to display and report on project status** | 4.1 | Use filtering and formatting techniques to display project information to meet needs | *Display project information: Task lists, resource assignment* |  |
| 4.2 | Select and generate project reports using pre-defined formats to meet needs | *Project reports: Task progress, project progress, resource allocation and usage, costs* |  |

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| **Assessment Report** |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) |
| **Internal Verifier actions / comments / feedback**  |
| **Assessor signature:**  |  | **Assessment date:** |  | **Reason for IV:****New Assessor** [ ] **Random Sample** [ ] **New Unit/Qualification**  [ ] **Other**  [ ]  |
| **IV signature:** |  | **IV date:** |  |