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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 40** | | | **Unit Number: H/502/4620** | |
| **QCF Credit Value: 5** | | | **Learning Outcomes (Number): 4** | |
| **Examples of Context:**   * Preparing a project budget; * Working with team members on collaborative projects, customising project reports. | | | **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 | | |

| **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 | Explain the critical information about the project that must be included | *Project information: Tasks, timescales, resources, stages, constraints; Source of information: provided by the person responsible for the project* |  |
| 1.2 | Create, store and retrieve project management files in line with local guidelines where applicable | *Store and retrieve: Save, save as, find, open, close; import project information* |  |
| 1.3 | Define the project file properties and project options |  |  |
| 1.4 | Create master and sub-projects |  |  |
| 1.5 | Create links across projects and manage changes to linked tasks |  |  |
| **2 Enter and edit information about project tasks and resources** | 2.1 | Identify the critical tasks and milestones to be completed | *Task types: Fixed cost, fixed duration, fixed work, critical, recurring* |  |
| 2.2 | Explain how to set up any deadlines and constraints which apply to the project |  |  |
| 2.3 | Enter and edit information about project tasks | *Task information: Duration, status, set reminders, priority, assign resources, constraints, deadlines, outlines, recurrence, custom fields* |  |
| 2.4 | Explain how to resolve issues of resource availability and utilisation |  |  |
| 2.5 | Enter and edit information about resources to be used in the project |  |  |
| 2.6 | Create and apply a task calendar for scheduling tasks | *Task calendar: Working-time calendar, holidays, customise, charts (eg Gantt chart)* |  |
| 2.7 | Identify and resolve any issues of resource allocation | *Resources: People, time, costs, equipment; enterprise resources, shared resources* |  |
| 2.8 | Define and set up dependencies between tasks |  |  |
| **3 Update information about project progress** | 3.1 | Explain the methods available to track project progress and review against plans |  |  |
| 3.2 | Use editing and formatting techniques to update project elements |  |  |
| 3.3 | Update task status in line with progress | *Task status: Complete, in progress, not started, percentage, tasks behind schedule, postpone task* |  |
| 3.4 | Update information about resources as required |  |  |
| 3.5 | Compare actual progress with project baseline and reschedule uncompleted tasks |  |  |
| 3.6 | Identify and assess the impact of risks and issues on the project | *Risks and issues: Contingency plans, mitigation, associate with tasks or resources, alerts* |  |
| 3.7 | Manage information on project risks and issues |  |  |
| **4 Select and use appropriate tools and techniques to display and report on project status** | 4.1 | Create and customise project reports to meet needs | *Project reports: Task progress, project progress, resource allocation and usage, costs* |  |
| 4.2 | Use filtering and formatting techniques to display project information to meet needs | *Display project information: Task lists, resource assignment, project costs, critical path* |  |
| 4.3 | Share project information with other applications |  |  |

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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:** |  |