Unit Title:	**Participate in a project**
OCR unit number:	17
Level:	3
Credit value:	3
Guided learning hours:	19
Unit reference number:	F/506/1934

Unit aim and purpose

This unit aims to develop the knowledge and skills required to participate in a project. Upon completion of this unit, learners will understand how to manage a project and will be able to support the delivery of a project.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand how to manage a project	**The Learner can:** 1.1 Explain the features of a project business case 1.2 Explain the stages of a **project lifecycle** 1.3 Explain the roles of people involved in a project 1.4 Explain the uses of project-related information 1.5 Explain the advantages and limitations of different **project monitoring techniques** 1.6 Analyse the interrelationship of project scope, schedule, finance, risk, quality and resources	**Project lifecycle** explanations should include: • Initiation • Planning • Execution • Evaluation **Project monitoring techniques** may include: • Pulse meetings • Variance reports • Programme reviews • Technical reviews • Project forecasting • Problem-solving • Management reviews • Use of dashboards/logs
2 Be able to support the delivery of a project	2.1 Fulfil their role in accordance with a project plan 2.2 Collect project-related information in accordance with project plans 2.3 Use appropriate tools to analyse project information 2.4 Report on information analysis in the agreed format and timescale 2.5 Draw issues, anomalies and potential problems to the attention of project managers	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.6 **Adhere to organisational policies and procedures, legal and ethical requirements** in supporting the delivery of a project	Where possible, adherence to **organisational standards, policies and procedures** should be confirmed by a line manager or experienced colleague.

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LFA5	• Manage projects

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

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