Unit Title:	**Manage a project**
OCR unit number:	28
Level:	4
Credit value:	7
Guided learning hours:	38
Unit reference number:	R/506/1999

Unit aim and purpose

This unit aims to develop the knowledge and skills required to manage a project. Upon completion of this unit, learners will have developed an understanding of the management of a project and will be able to plan, manage and evaluate a project.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will:	**The Learner can:**	
1 Understand the management of a project	1.1 Explain how to carry out a cost-benefit analysis for a project 1.2 Evaluate the use of risk analysis techniques 1.3 Evaluate project planning and management tools and techniques 1.4 Evaluate the impact of changes to project scope, schedule, finance, risk, quality and resources 1.5 Analyse the requirements of project governance arrangements	
2 Be able to plan a project	2.1 Analyse how a project fits with an organisation's overall vision, objectives, plans and programmes of work 2.2 Agree the objectives and scope of proposed projects with stakeholders 2.3 Assess the interdependencies and potential risks within a project 2.4 Develop a project plan with specific, measurable, achievable, realistic and time-bound (SMART) objectives, key performance indicators (KPIs) and evaluations	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	mechanisms appropriate to the plan 2.5 Develop proportionate and targeted plans to manage identified risks and contingencies 2.6 Apply project lifecycle approaches to the progress of a project	
3 Be able to manage a project	3.1 Allocate resources in accordance with the project plan 3.2 Brief project team members on their roles and responsibilities 3.3 Implement plans within agreed budgets and timescales 3.4 Communicate the requirements of the plans to those who will be affected 3.5 Revise plans in the light of changing circumstances in accordance with project objectives and identified risks 3.6 Keep stakeholders up to date with developments and problems 3.7 Complete close-out actions in accordance with project plans 3.8 **Adhere to organisational policies and procedures, legal and ethical requirements** when managing a project	Where possible, adherence to **organisational standards, policies and procedures** should be confirmed by a line manager or experienced colleague. Learners should also be aware of *which* **legal requirements** relate to managing a project
4 Be able to evaluate the effectiveness of a project	4.1 Conduct periodic reviews of the progress and effectiveness of a project using information from a range of sources 4.2 Evaluate the effectiveness of capturing and managing project-related knowledge 4.3 Report on the effectiveness of plans	

Assessment

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

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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 .