

Unit Title:	Plan and manage a project
OCR unit number:	39
Sector unit number:	F1
Credit value:	8
Level:	4
Guided learning hours:	30
Unit reference number:	J/600/9750

Unit aim and purpose

By completing this unit the learner will develop an understanding of the principles, processes, tools and techniques of project management. They will also develop the skills to manage projects including: clarifying the scope and objectives of a project, developing project plans, consulting and agreeing the plan with others.

Learning Outcomes	Assessment Criteria
<p>The Learner will:</p> <p>1 Understand the principles, processes, tools and techniques of project management.</p>	<p>The Learner can:</p> <p>1.1 Describe the roles and responsibilities of a project manager</p> <p>1.2 Explain how to apply principles, processes, tools and techniques of project management</p>
<p>2 Be able to agree the scope and objectives of a project.</p>	<p>2.1 Agree SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) objectives and scope of the project with project sponsor(s) and stakeholders</p>
<p>3 Be able to identify the budget in order to develop a project plan.</p>	<p>3.1 Identify budget and time-scales in order to develop the project plan with stakeholders</p> <p>3.2 Consult with stakeholders to negotiate the project plan</p> <p>3.3 Identify potential risks and contingencies</p> <p>3.4 Establish criteria and processes for evaluating the project on completion</p>
<p>4 Be able to implement a project plan.</p>	<p>4.1 Allocate roles and responsibilities to project team members</p> <p>4.2 Provide resources identified in the project plan</p> <p>4.3 Brief project team members on the project plan and their roles and responsibilities</p> <p>4.4 Implement a project plan using project management tools and techniques</p>
<p>5 Be able to manage a project to its conclusion.</p>	<p>5.1 Apply a range of project management tools and techniques to monitor, control and review progress</p> <p>5.2 Provide support to project team members</p>

Assessment

This unit is internally assessed by the centre and externally moderated by OCR.

Evidence requirements

Candidates must produce evidence that meets all of the Assessment Criteria.

It is not necessary for candidates to meet all the criteria every time they carry out an activity, but **it is necessary that all candidates produce evidence to demonstrate they have met all assessment criteria.** There must be sufficient evidence for centre assessors to be able to confirm that the candidate is competent in their working environment.

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.