Unit Title: **Principles of project management**

OCR unit number	305
Sector unit number	TC3-5
Level:	3
Credit value:	2
Guided learning hours:	16

Unit purpose and aim

This unit is about the background knowledge and understanding needed to take part in or run a project in a business environment.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
The Learner will: 1 Know the difference between routine work and taking part in a project	**The Learner can:** 1.1 Describe the difference between routine work and taking part in a project	1.1 For example: • routine work is permanent, repetitive, regular and predictable. • Projects have a start and end date, have a specific remit and objectives
2 Understand how to prepare for and plan a project	2.1 Explain why it is important to agree the purpose, scope, timescale, resource requirements, budget, aims and objectives of a project	2.1 For example to ensure the project is planned appropriately, that expectations are met, sufficient resources and budgets are put in place
	2.2 Describe how to identify and plan for project issues and risks in an area of work	2.2 how to identify project issues and risks includes: • Carrying out brainstorming activities • Reviewing other projects to see what issues arose how to plan for project issues and risks includes: • Ensuring there are contingencies in place for additional resources,

		staff and budgets • Using an appropriate project management tool to build in any contingencies • Aiming to complete ahead of deadline and work back from that date. • Ensuring the staff involved have the necessary skills, experience and commitment
3 Understand how to monitor a project	3.1 Identify methods that can be used to monitor the progress of a project	3.1 Methods that can be used to monitor the progress of projects include: • Project management software and tools such as critical path analysis, Gannt charts • Planned, regular review meetings to determine if plans are being followed and any issues that need addressing
	3.2 Explain the purpose of reporting progress during a project	3.2 For example to ensure the project is on track and changes can be made to adjust to a change in circumstances if necessary
	3.3 Explain the purpose of meeting agreed targets within a project	3.3 For example to ensure that all aspects of the project remain on track and that expectations, targets and deadline dates are met
4 Understand the purpose of evaluating a project and ways of doing so	4.1 Explain the purpose of evaluating a project	4.1 For example to inform future projects and to evaluate successes and failures
	4.2 Identify ways of evaluating a project	4.2 ways of evaluating a project may include: • Reviewing whether deadlines were achieved, budgets were met or exceeded • Getting feedback • Completing a report

Assessment

Assessment will consist of an on-line multiple-choice test. All tests are available on demand.

The test for this unit will be 30 minutes in length and consist of 20 questions. Results will be graded pass or fail.

The grade achieved will be stated on the certificate.

Guidance on assessment and evidence requirements

This unit is assessed via an on demand on-screen multiple-choice test, set and marked by OCR.

Each test will consist of multiple-choice questions which will test candidates' knowledge and understanding across the Learning Outcomes and associated Assessment Criteria. Candidates will be required to have knowledge and understanding of all Assessment Criteria within the unit, as all Assessment Criteria will be covered within any one test.

A number of multiple-choice question types may be used. These could include: closed questions; statements for completion; multiple response questions; true/false questions or ordering questions (including a maximum of 4 steps).

(Please refer to the *Principles of Business and Administration Centre Handbook* for further guidance regarding each type of question).

Centres should refer to the *'OCR Administrative Guide to Vocational Qualifications (A850)'* for Notes on Preventing Computer-Assisted Malpractice.

National Occupational Standards (NOS) mapping/signposting

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

Occupational standards	Unit number	Title
Business & Administration NOS	309	Plan and run projects

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards http://www.qcda.gov.uk/15565.aspx

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking, listening and communication	✓	Representing		Use ICT systems	✓
Reading	✓	Analysing		Find and select information	✓
Writing	✓	Interpreting		Develop, present and communicate information	

Resources

Equipment: In order to deliver the on-line test for this unit, centres will require the minimum hardware stipulated in the OCR document *Minimum Hardware Requirements*. This document is available for downloading from the E-assessment area of the *Business and Administration* website (www.ocr.org.uk).

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

Additional information

The *OCR Business and Administration Centre Handbook* contains important information for anyone delivering, working towards or involved with the OCR Business and Administration qualifications, of which this unit forms a part. This can be downloaded from OCR's website www.ocr.org.uk.

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