

Unit Title:	Project management software
OCR unit number:	55
Level:	1
Credit value:	3
Guided learning hours:	20
Unit reference number:	K/502/4618

## Unit purpose and aim

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This is the ability to use a software application that plans, organises and monitors completion of the component tasks within a project in logical sequence, given constraints of people and resource availability. This is not about managing a project although these standards may also be applicable to the project manager.

This unit is about the skills and knowledge required by an IT User to use a range of basic project management software tools and techniques to input and edit straightforward or routine information about projects. Any aspect that is unfamiliar will require support and advice from others.

At this level project management tools and techniques will be described as 'basic' because:

- the software tools and functions will be predefined in templates or commonly used;
- the range of entry, manipulation and outputting techniques will be straightforward or routine; and
- the inputting, manipulating and outputting of the information is in response to prompts and is directed by the project manager.

Learning Outcomes	Assessment Criteria	Examples
<p>The learner will:</p> <p>1 Create and define a project</p>	<p>The learner can:</p> <p>1.1 Identify the main components of the project management software</p> <p>1.2 Identify the <b>information about the project</b> that must be included</p> <p>1.3 Create a new project file using templates where appropriate</p> <p>1.4 <b>Store and retrieve</b> project management files effectively in line with local guidelines for storage and use of data where applicable</p>	<p>A1.1 Identify the main components of the project management software</p> <p>A1.2 Identify the <b>information about the project</b> that must be included</p>
<p>2 Enter and edit information about project tasks and</p>	<p>2.1 Identify <b>types of tasks</b>, milestones, deadlines and constraints</p>	<p>A2.1 Identify <b>types of tasks</b>, milestones, deadlines and constraints</p>

Learning Outcomes	Assessment Criteria	Examples
resources	2.2 Enter and edit information about project <b>tasks</b> 2.3 Identify time and resources required for the project 2.4 Apply a <b>task calendar</b> for scheduling tasks 2.5 Enter and edit information about <b>resources</b> for use in the project 2.6 Mark any dependencies between tasks 2.7 Assign resources to tasks	
3 Update information about project progress	3.1 Use <b>editing</b> and formatting techniques to update project elements 3.2 Update <b>task status</b> in line with progress 3.3 Update information about resources as required	A3.2 Identify working time and required resources
4 Select and use appropriate tools and techniques to display and report on project status	4.1 Use filtering and formatting techniques to <b>display project information</b> to meet needs 4.2 Select and generate <b>project reports</b> using pre-defined formats to meet needs	

## Assessment

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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 met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;
- the information input and output type and structure involved; and
- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

## Evidence requirements

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Candidates must complete the Evidence Checklist without gaps for this unit. Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

## Guidance on assessment and evidence requirements

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Please refer to the ITQ centre handbook on our [webpage](#).

## Details of relationship between the unit and national occupational standards

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This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).