

Unit Title:	Project management software
OCR unit number:	56
Level:	2
Credit value:	4
Guided learning hours:	30
Unit reference number:	M/502/4619

Unit purpose and aim

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 select and use a wide range of intermediate project management software tools and techniques to input and edit information that is at times non-routine or unfamiliar in order to support the planning and management of projects.

Project management tools and techniques will be described as ‘intermediate’ because:

- the software tools and functions used will be at times non-routine;
- the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements; and
- the user will take some responsibility for inputting, structuring, editing and presenting the information, which at times may be non-routine or unfamiliar.

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 critical information about the project that must be included</p> <p>1.2 Create, store and retrieve project management files effectively in line with local guidelines for storage and use of data where applicable</p> <p>1.3 Define the project file properties and project options</p>	<p>B1.1 Identify the critical information about the project that must be included</p>
<p>2 Enter and edit information about project tasks and resources</p>	<p>2.1 Identify the critical tasks and milestones to be completed</p> <p>2.2 Enter and edit information about project tasks</p>	<p>B2.1 Identify types of tasks, milestones, deadlines and constraints</p> <p>B2.5 Identify the critical tasks</p>

Learning Outcomes	Assessment Criteria	Examples
	2.3 Identify any deadlines and constraints which apply to the project 2.4 Identify issues of resource availability and utilisation 2.5 Create and apply a task calendar for scheduling tasks 2.6 Enter and edit information about resources for use in the project 2.7 Adjust templates for project information 2.8 Set up and edit dependencies between tasks	and milestones to be completed
3 Update information about project progress	3.1 Describe the methods to update and report information about project progress 3.2 Use editing and formatting techniques to update project elements 3.3 Update task status in line with progress 3.4 Update information about resources as required 3.5 Compare actual progress with project baseline and reschedule uncompleted tasks 3.6 Identify any risks and issues that may have an impact on the project	B3.2 Identify issues of resource availability and utilisation
4 Select and use appropriate tools and techniques to display and report on project status	4.1 Select and create project reports to meet needs 4.2 Use filtering and formatting techniques to display project information to meet needs 4.3 Share project information with other applications	B4.1 Identify relevant information about project progress

Assessment

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

Candidates must complete the Evidence Checklist for this unit with no gaps. Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

Guidance on assessment and evidence requirements

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

Details of relationship between the unit and national occupational standards

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