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| Unit Title: Managing project quality | | |
| URN: D/504/1383 |  |  |
| Credit Value: 10 |  |  |
| Level: 4 |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1 Be able to develop a quality management plan** | | | |
| 1.1 Agree quality standards with stakeholders |  |  |  |
| 1.2 Develop a quality management plan that specifies processes and metrics to meet stakeholders’ needs |  |  |  |
| **2 Be able to manage project assurance** | | | |
| 2.1 Use appropriate tools and techniques to measure the quality of project outputs |  |  |  |
| 2.2 Provide integrated assurance by  •sharing information  •contributing to reviews and audits  •evaluating the need for independent project assurance |  |  |  |
| 2.3 Recommend action that is appropriate to identified non-conformances from agreed standards |  |  |  |
| 2.4 Adapt quality management plans in accordance with change control requirements |  |  |  |
| 2.5 Maintain configuration control of the project specification |  |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **3 Be able to contribute to project peer reviews** | | | |
| 3.1 Develop review plans that specify precise project review criteria |  |  |  |
| 3.2 Use feedback obtained from all of the stakeholders involved in reviews |  |  |  |
| 3.3 Implement different types of review plans (such as stage completion, periodic, exceptional, gate and post-project) |  |  |  |
| 3.4 Make recommendations for future improvements to management processes and procedures |  |  |  |
| 3.5 Minimize disruption to business during the transfer of responsibilities, resources and/or facilities |  |  |  |
| **4 Be able to draw on and contribute to an organisation’s continual improvement process** | | | |
| 4.1 Identify and take account of relevant lessons from previous projects in preparing the quality management plan, managing project assurance and carrying out project peer reviews |  |  |  |
| 4.2 evaluate the effectiveness and efficiency of the quality management processes used for a project, draw lessons for future projects, and feed these lessons into the organisation’s knowledge database |  |  |  |

**Learner declaration of authenticity:**

I declare that the work presented for this unit is entirely my own work.

Learner signature: Date:

**Assessor sign off of completed unit:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature: Date: