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| Unit Title: Managing project resources | | |
| URN: H/504/1384 |  |  |
| 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 resource management plans for project activities** | | | |
| 1.1 Analyse the project management plan to identify the type, quality and quantity of resources required and confirm how they will meet the project requirements |  |  |  |
| 1.2 Produce specifications and estimates for resources, justifying the estimates |  |  |  |
| 1.3 assess the availability of resources and include contingencies in the resource plan |  |  |  |
| 1.4 Investigate factors that will influence the acquisition of resources and make recommendations on how to acquire and manage goods and services |  |  |  |
| 1.5 Determine timescales for delivery of resources in parallel with other planning processes (including scope, schedule management) balancing project requirements with business as usual demands |  |  |  |
| 1.6 Obtain approval for mobilisation of resources to meet the project needs ensuring that demobilisation on completion of work is built into the plan |  |  |  |

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| 1.7 Determine the resource management infrastructure and agree it with stakeholders in parallel with other planning processes (including scope, schedule and quality management) |  |  |  |
| **2 Be able to acquire and manage resources** | | | |
| 2.1 Assess the requirement for resources and any potential competing demands in order to determine the type of agreement to be established (including service level agreements/terms of reference) |  |  |  |
| 2.2 Negotiate the acquisition of resources and maintain records of any problems, resolving difficulties where they arise |  |  |  |
| 2.3 Liaise with resource owners to ensure resources are delivered to meet timescales and in compliance with service level agreements/terms of reference |  |  |  |
| **3 Be able to monitor progress and identify departures from the resource plan for project activities** | | | |
| 3.1 Establish and implement appropriate reporting procedures to monitor progress against resource management plans |  |  |  |
| 3.2 Identify and record issues and departures from the resource management plan and establish likely consequences for the project |  |  |  |
| 3.3 Recommend and justify corrective actions for departures from the resource management plan |  |  |  |

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| 3.4 Make revisions to the resource management plan in association with stakeholders, and in compliance with formal change management processes |  |  |  |
| **4 Be able to evaluate the resource management process and draw lessons for future projects** | | | |
| 4.1 Evaluate alternative methods to those used within the project for  •developing the resource management plan  •acquiring and managing the resources  •monitoring progress (including the choice of metrics)  •controlling changes |  |  |  |

**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: