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| Unit Title: Business case, project structure and progress monitoring | | |
| URN: H/504/1370 |  |  |
| 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 contribute to preparation and maintenance of a business case** | | | |
| 1.1 Prepare an outline business case, relating to the concept phase in a project life cycle |  |  |  |
| 1.2 Contribute to the preparation of a detailed business case to include  •strategic case  •options appraisal  •expected benefits  •commercial aspects  •risk  •timescales |  |  |  |
| 1.3 contribute to keeping the business case up to date |  |  |  |
| **2 Be able to recommend a management structure** | | | |
| 2.1 Differentiate between the responsibilities of a project’s clients, sponsors, management, delivery and administration teams |  |  |  |
| 2.2 Present recommendations for the project’s organisation, communication routes and reporting links, in the form of an organisational breakdown structure |  |  |  |
| 2.3 Combine the organisational breakdown structure with a suggested work breakdown structure to produce a responsibility assignment matrix |  |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **3 Be able to set up and manage information flows** | | | |
| 3.1 Prepare an information management plan to define how information is collected, evaluated, disseminated, transferred, stored, archived and destroyed during and after the project |  |  |  |
| 3.2 Identify organisational and legal requirements relating to information management processes and responsibilities |  |  |  |
| 3.3 Comply with the organisational and legal requirements related to information management processes and responsibilities |  |  |  |
| **4 Be able to track progress and act to address deviations from plan** | | | |
| 4.1 Monitor progress using processes appropriate to the scale, context and complexity of the project |  |  |  |
| 4.2 Recommend corrective action for deviations that are within agreed tolerances, taking account of the interrelationships between the management of scope, schedule, finance, risk, quality and resources |  |  |  |
| 4.3 Identify deviations that are outside the agreed tolerances, and suggest appropriate options for action |  |  |  |

**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: