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| Unit Title: Managing project schedule | | |
| URN: A/504/1374 |  |  |
| 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 schedules for project activities** | | | |
| 1.1 Confirm with stakeholders the levels of accuracy and detail required in the schedule for project activities, and agree appropriate tolerances |  |  |  |
| 1.2 Analyse the inter-dependencies between project activities, using appropriate methods |  |  |  |
| 1.3 Estimate the time requirements and resource requirements (both consumable and re-usable) of project activities, and determine interrelationships between these requirements, using appropriate methods |  |  |  |
| 1.4 Define and sequence the project activities, taking account of their interdependencies, and using resource levelling or resource smoothing as appropriate to reconcile time and resource constraints |  |  |  |
| 1.5 Recognise the risks to project activities that could affect requirements for contingencies within schedules |  |  |  |
| 1.6 Determine schedules for the project activities by applying management tools and techniques that are consistent with the nature of the project activities, their scale and their complexity |  |  |  |

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| **2 Be able to monitor progress and revise schedules for project activities** | | | |
| 2.1 Establish a progress monitoring regime and metrics consistent with the nature of the project activities, their scale and their complexity |  |  |  |
| 2.2 Identify departures from schedule, using information from reports and from enquiry, and establish the likely consequences for the project |  |  |  |
| 2.3 Recommend and justify corrective actions for departures from schedule |  |  |  |
| 2.4 Make revisions to the schedule in association with stakeholders, and in compliance with formal change management processes |  |  |  |
| **3 Be able to present scheduling information to stakeholders** | | | |
| 3.1 Select presentation methods to suit the requirements of different stakeholders and the nature, scale and complexity of the project activities |  |  |  |
| 3.2 Apply the selected methods to ensure that the stakeholders comprehend the information needed to discharge the responsibilities associated with their roles |  |  |  |

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| **4 Be able to evaluate the schedule management methods used within a project and draw lessons for future projects** | | | |
| 4.1 Evaluate alternative methods to those used within the project for  •determining time and resource requirements  •determining interdependencies  •analysing risks  •planning schedules  •monitoring activities (including choice of metrics)  •managing 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: