

Develop, implement and evaluate a project plan 252022

Purpose of this Unit Standard

This Unit Standard is intended for managers in all economic sectors. These managers would typically be second level managers such as heads of department, section heads or divisional heads, who may have more than one team reporting to them.

Learners credited with this unit standard are able to:

- Selecting a work-based project for a unit.
- Scoping a work-based project for a unit.
- Developing a project plan.
- Developing tools to measure key performance parameters.
- Implementing the plan and evaluate project progress.

Learning Assumed To Be In Place And Recognition Of Prior Learning

- Communication at NQF Level 4.
- Mathematical Literacy at NQF Level 4.
- Computer Literacy at NQF Level 4.

Outcomes

SO1: Select a work-based project for a unit.
SO2: Scope a work-based project for a unit.
SO3: Develop a project plan.
SO4: Develop tools to measure key performance parameters.
SO5: Implement the plan and evaluate project progress.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
252022	5	8	Develop, implement and evaluate a project plan

Duration: 2-days





Content

Module 1	• What is Project Selection? • Why Do Project Selection?
Select a work-based project for a unit.	• The benefits of completing the Project Selection • Who Should Be Involved? • Project Management Models ◦ The Waterfall Model ◦ Agile Project Management
Module 2	• What is a Feasibility Study? • Feasibility Study Questions
Scope a work-based project for a unit.	• Why Complete a Feasibility Study? • Why Prepare an Operational Plan?
Module 3	• 10 Steps to Creating a Project Plan ◦ Explain the project plan to key stakeholders and discuss its key components. ◦ Define roles and responsibilities. ◦ Hold a kick-off meeting. ◦ Develop a Scope Statement. ◦ Develop scope baseline. ◦ Develop the schedule and cost baselines. ◦ Create baseline management plans. ◦ Develop the staffing plan. ◦ Analyse project quality and risks. ◦ Communicate!
Module 4	• 10 Steps to Creating a Project Plan
Develop tools to measure key performance parameters.	◦ Explain the project plan to key stakeholders and discuss its key components. ◦ Define roles and responsibilities. ◦ Hold a kick-off meeting. ◦ Develop a Scope Statement. ◦ Develop scope baseline. ◦ Develop the schedule and cost baselines. ◦ Create baseline management plans. ◦ Develop the staffing plan. ◦ Analyse project quality and risks. ◦ Communicate!
Module 5	• What Are Key Performance Indicators (KPI) • Gantt charts
Implement the plan and evaluate project progress.	• What is the Implementation Stage? • Understanding Phases ◦ Initiation phase ◦ Definition or planning phase ◦ Design and Development phase ◦ Implementation phase ◦ Follow-up phase (Closing)

