

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Project Management Software.
QAC Code:	K/502/4618
Level:	Level 1
Credit Value:	3
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Create and define a project.	1.1 Identify the main components of the project management software.
	1.2 Identify the information about the project that must be included.
	1.3 Create a new project file using templates where appropriate.
	1.4 Store and retrieve project management files effectively in line with local guidelines for storage and use of data where applicable.
2. Enter and edit information about project tasks and resources.	2.1 Identify types of tasks, milestones, deadlines and constraints.
	2.2 Enter and edit information about project tasks.
	2.3 Identify time and resources required for the project.
	2.4 Apply a task calendar for scheduling tasks.
	2.5 Enter and edit information about resources for use in the project.
	2.6 Mark any dependencies between tasks.

	2.7	Assign resources to tasks.
3. Update information about project progress	3.1	Use editing and formatting techniques to update project elements.
	3.2	Update task status in line with progress.
	3.3	Update information about resources as required.
4. Select and use appropriate tools and techniques to display and report on project status.	4.1	Use filtering and formatting techniques to display project information to meet needs.
	4.2	Select and generate project reports using pre-defined formats to meet needs.