Open Awards Qualification Unit

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1 Unit Details

Unit Title:	Project Management Software.
QAC Code:	H/502/4620
Level:	Level 3
Credit Value:	5
Minimum GLH:	40

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):	
1. Create and define a project.	1.1	Explain the critical information about the project that must be included.
	1.2	Create, store and retrieve project management files in line with local guidelines where applicable.
	1.3	Define the project file properties and project options.
	1.4	Create master and sub-projects.
	1.5	Create links across projects and manage changes to linked tasks.
2. Enter and edit information about project tasks and resources.	2.1	Identify the critical tasks and milestones to be completed.
	2.2	Explain how to set up any deadlines and constraints which apply to the projects.
	2.3	Enter and edit information about project tasks.
	2.4	Explain how to resolve issues of resource availability and utilisation.
	2.5	Enter and edit information about resources to be

			used in the project.
		2.6	Create and apply a task calendar for scheduling tasks.
		2.7	Identify and resolve any issues of resource allocation.
		2.8	Define and set up dependencies between tasks.
3.	Update information about project progress.	3.1	Explain the methods available to track project progress and review against plans.
		3.2	Use editing and formatting techniques to update project elements.
		3.3	Update task status in line with progress.
		3.4	Update information about resources as required.
		3.5	Compare actual progress with project baseline and reschedule uncompleted tasks.
		3.6	Identify and assess the impact of risks and issues on the project.
		3.7	Manage information on project risks and issues.
4.	Select and use appropriate tools and techniques to display and report on project status.	4.1	Create and customise project reports to meet needs.
		4.2	Use filtering and formatting techniques to display project information to meet needs.
		4.3	Share project information with other applications.