Open Awards Qualification Unit

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1 Unit Details

Unit Title:	Project Management Software.
QAC Code:	L/506/3377
Level:	Level 2
Credit Value:	4
Minimum GLH:	30

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 critical information about the project that must be included.
	1.2 Create, store and retrieve project management files effectively in line with local guidelines for storage and use of data where applicable.
	1.3 Define the project file properties and project options.
2. Enter and edit information about project tasks and resources.	2.1 Identify the critical tasks and milestones to be completed.
	2.2 Enter and edit information about project tasks.
	2.3 Identify any deadlines and constraints which apply to the project.
	2.4 Identify issues of resource availability and utilisation.
	2.5 Create and apply a task calendar for scheduling tasks.
	2.6 Enter and edit information about resources for use in the project.

	2.7	Adjust templates for project information.
	2.8	Set up and edit dependencies between tasks.
3. Update information about project progress	3.1	Describe the methods to update and report information about project progress.
	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 any risks and issues that may have an impact on the project.
4. Select and use appropriate tools and techniques to display and report on project status.	4.1	Select and create 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.