

Unit 309 Plan and run projects

Unit Summary

Plan and run projects to achieve agreed outcomes.

Skills

You will apply the following skills:

- Planning
- Organising
- Communicating
- Managing resources
- Managing time
- Problem solving
- Prioritising
- Monitoring

Performance indicators

You will:

Plan the projects

1. Confirm the purpose, aims and objectives of the projects
2. Agree the project specification
3. Confirm resources for the projects
4. Plan the projects and agree use of resources
5. Agree timescales for the projects

Run the project

6. Implement and monitor the projects
7. Seek advice in response to unexpected events
8. Achieve required outcomes on time and to budget
9. Report on projects outcomes
10. Evaluate the projects to identify strengths and weakness in planning and implementation

Knowledge

You will know:

1. Why it is important to define a project's purpose, aims and objectives
2. The project planning methodologies appropriate to the type of project you plan and run
3. How to monitor a project and the methods you can use
4. Who to approach for advice on problems
5. Why it is important to be flexible and adapt a project's plans when necessary
6. Why it is important to achieve a project's outcomes within agreed timescales
7. How to report the outcomes of a project
8. How to evaluate projects
9. Why it is important to evaluate projects

Evidence Requirements

This section is aimed at the assessor and sets out the evidence requirements for this unit.

1. Evidence for this unit is generated when your candidate is carrying out real work in a private sector organisation, not-for-profit organisation or public service organisation whether full-time or part-time, paid or voluntary.
2. A Realistic Working Environment or Simulation is not allowed for this unit.
3. Evidence must show that your candidate has consistently met the standard over a sufficient period of time for you to consider the candidate competent.
4. You may use the following assessment methods when assessing this unit:

Performance evidence	Observation	Yes
	Examination of work products	Yes
Supplementary evidence	Witness testimony	Yes
	Questions *	Yes

* This includes verbal and written questioning, questionnaires, work based tasks, reflective accounts, case studies, professional discussion and feedback reports.

5. Your candidate needs to show that they:

Plan the project. Evidence may include:

- Project specifications
- Aims, objectives and budgets
- Resource plans
- Research plans
- Action plans

- Timescales
- Risk assessments
- Reviews
- Minutes of 1-1 meetings
- Minutes of team meetings
- Personal target setting

Run the project. Evidence may include:

- Reviewed, monitored and updated plans
- Implementation plans
- Risk analysis
- Project management records
- Budget reviews
- Project reports
- SWOT analysis
- Final project report including analysis and recommendations
- Project evaluation reports
- Project presentations
- Reviews
- Appraisals
- Minutes of 1-1 meetings
- Minutes of team meetings

6. Contingencies

Performance Indicator 7	If no unexpected events arise during the assessment period professional discussion or dedicated tasks may be used to confirm competence
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7. Evidence generated for this unit may contribute towards Unit 301:

- Communicate information
- Plan and be accountable for your work
- Improve your own performance
- Behave in a way that supports effective working

and Unit 302

- Work to achieve your organisation's purpose and values
- Apply your employment responsibilities and rights
- Support sustainability

- Support diversity
- Maintain security and confidentiality
- Assess and manage risk