

Domain**ELECTRONICS****Title:****Manage Electronics projects****Level: 4****Credits: 6****Purpose**

This unit standard specifies the competencies required to manage electronics projects. It includes analysing projects documents and establishing the scope of the projects, negotiate the contract, executing the project, and concluding the project. This unit standard is intended for those who work as electronics supervisors

Special Notes

1. Entry information:

Prerequisite

- None

2. To demonstrate competence, minimum evidence of the ability to analyse project documents and establish the scope of the project, negotiate contract for the project, execute and conclude at least one electronic project is required

3. Assessment evidence may be collected from a real workplace or a simulated real workplace.

4. Glossary of terms:

- '*specifications*' refers to any, or all of the following: manufacturers' specifications and recommendations, workplace specific requirements

5. Regulations and legislation relevant to this unit standard include the following:

- Labour Act, No. 11, 2007
 - Environmental Management Act, No. 7, 2007
 - Occupational Health and Safety Regulations No. 18, 1997
- and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Analyse projects documents and establish the scope of the projects

Range:

This includes Electronics related projects that may span not more than a week. Project plan includes scope statement, cost estimates, proposed timeline and deliverables, required staff and other resources, key risks and their planned responses.

Performance Criteria

- 1.1 Project objectives are established from project planning and other relevant documentation and from discussions with appropriate person(s).
- 1.2 Project feasibility is assessed and project duration is estimated.
- 1.3 A project plan is developed and human resources required are determined.
- 1.4 Work breakdown structure is developed to identify component parts of the project.
- 1.5 Project costing is drawn up.
- 1.6 Environmental impacts are identified and electronic waste management is carried out.

Element 2: Negotiate the contract

Performance Criteria

- 2.1 Contract/quotation is prepared and submitted to all parties.
- 2.2 Contract/quotation is reviewed and adjusted.
- 2.3 Contract/quotation is signed.

Element 3: Execute the project

Performance Criteria

- 3.1 Attainment of project outcomes is delegated to appropriately competent person(s) involved in the project
- 3.2 Risk events are monitored and project plan strategies implemented to ensure that outcomes are achieved to the required standard of quality specified in the contract.
- 3.3 Procurement processes and procedures are monitored to ensure on time supply of equipment and materials and in accordance with organisation policy.
- 3.4 Project progress is monitored and evaluated against schedule, quality requirements and budget.
- 3.5 Project adjustments are recommended.

- 3.6 Project records are maintained and progress reports written and forwarded to all appropriate person(s).
- 3.7 Resources are managed and materials disposed according to environmental control procedures.

Element 4: Conclude the project

Performance Criteria

- 4.1 Completed project is inspected and project outcomes are reviewed against original plan, implemented risk strategies, contract variations, safety record, and budget.
- 4.2 Invoices are prepared and final report is prepared.
- 4.3 Project is commissioned.
- 4.4 Project completion acceptance is sought from appropriate person(s) and hand-over documented in accordance with organisation policy and established procedures.
- 4.5 Finished project is handed over.

Registration Data

Subfield:	Electrical Engineering
Date first registered:	
Date this version registered:	
Anticipated review:	
Body responsible for review:	Namibia Training Authority