

Domain**Instrumentation****Title:****Manage a project****Level: 5****Credits: 15****Purpose**

This unit standard specifies the competencies required to manage a project demonstrate knowledge of project initiation and planning. It includes Apply knowledge of project execution/implementation, demonstrate and apply knowledge of cost management with retrospect to project management, handover a Project and Project closure. This unit standard is intended to those who work in a instrumentation and control environment

Special Notes

1. Entry information:

Prerequisite

- *Unit 1157 - Demonstrate basic knowledge of workplace health and safety*
- *Unit I&C02 - Plan and organise work in instrumentation work environment*

2. Assessment evidence may be collected from a real workplace or an appropriate simulated realistic environment in which Instrument and Control operations are carried out

3.

4. All unit should be completed to do this unit standard.

5. To demonstrate competence, minimum evidence of manage at least one project onsite, demonstrating the key element of project management cycle.

6. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' guidelines and instructions

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 2007, No. 11, 2007
- Regulations relating to the health & safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007
- And all subsequent amendments

6. Performance of all elements in this unit standard must comply with industry standards.

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. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Demonstrate knowledge of project initiation and planning

Range

Initiating a project include but not limited to undertaking the necessary actions to commence the project phase.

Planning a project include but not limited to identification of objectives and devising effective means to achieve them.

Performance Criteria

- 1.1 Identification of project needs, and preliminary validation of concept options (pre-feasibility) are conducted
- 1.2 Detailed investigation of feasibility, including preliminary brief, project estimate and investment analysis (feasibility) are conducted
- 1.3 Detailed definition of the project with respect to the scope, organisation, budget and schedule together with definition of all control procedures (planning) are finalised

Element 2: Apply knowledge of project execution/implementation

Range

Executing/implementing a project include but not limited to co-ordinating the required resources to implement the plan

Performance Criteria

- 2.1 The implementation phase is executed and monitored as laid out in the project plan
- 2.2 Performance achievement are compared with the project schedule
- 2.3 Corrective action techniques are taken to ensure that planned objectives are most likely to be met

Element 3: demonstrate and apply knowledge of cost management with retrospect to project management

Range

Cost management include the process required to ensure that the project is completed within the approved budget and to review the critical aspects of the cost management process that must be properly addressed to ensure effective financial control

Performance Criteria

3.1 The project cost is estimated in line with the project plan

3.2 project budget is compiled

3.3 financial control is implemented

3.4 change control is implemented

3.5 cost monitoring is executed

3.6 value management is performed

Element 4: handover a Project

Range

Handing over project include but not limited to the formal handover of facilities, user training and operating and maintenance documentation.

Performance Criteria

4.1 the project is handed over to the client

4.2 user training is conducted

4.3 operating and maintenance documentation is signed off and handed over to the client

Element 5: Project closure

Range

Closing a project include but not limited to archiving of project records, establishing appropriate performance evaluation, capturing and transferring lessons learned, and dissolving the project organisation

Performance criteria

5.1 project records are archived for future reference

5.2 performance evaluations is established

5.3 lessons learned is captured and transferred to the client

5.4 the project organisation is dissolved and the contract is ended.

Registration Data

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