

**Unit Title:** Managing A Project  
**Unit Level:** 2  
**Unit Credit Value:** 2  
**GLH:** 12  
**LASER Unit Code:** WJB104  
**Ofqual Unit Code:** Y/502/3562

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to plan and set up a project.	1.1	Plan a small scale, straightforward project involving at least 2 other people.
		1.2	Organise tasks, roles and responsibilities within the team.
		1.3	Organise appropriate timelines and targets for the team and the project.
		1.4	Show they can involve the whole team in planning and decision-taking, where necessary.
		1.5	Describe how the project and team performance will be evaluated to determine whether they were successful, providing the criteria that will be used and justifying their choice.
2.	Know how to run and monitor progress in a project.	2.1	Manage a project making sure that the following are monitored: a. Team member performance b. Timescales c. Other aspects necessary to make suitable progress
		2.2	Show they are able to deal with any straightforward problems encountered.
		2.3	Communicate with team members in an appropriate manner by: a. Being respectful and supportive b. Clear and precise about instructions c. Checking that instructions are understood.
		2.4	Carry out own responsibilities effectively.
3.	Know how to evaluate a project once it has been completed.	3.1	Apply the criteria identified to evaluate how the team performed as a team.
		3.2	Review their performance as a manager.
		3.3	Describe any areas that they want to develop further to become more effective as a project manager.

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<b>Assessment Guidance:</b>
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NA
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<b>Additional Information:</b>
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NA
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