

Unit Title: Using Project Management Software
Unit Level: Level 1
Unit Credit Value: 3
GLH: 27
LASER Unit Code: WJC718
Ofqual Unit Code: T/506/0375

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to create and define a project using project management software.	1.1	Identify the main components of project management software.
		1.2	Identify the information about a given project that must be included.
		1.3	Create a new project file using templates where appropriate.
		1.4	Store and retrieve project management files effectively in line with local guidelines for storage/use of data, where applicable.
2.	Be able to enter and edit information about project tasks and resources.	2.1	Identify types of tasks, milestones, deadlines and constraints.
		2.2	Enter and edit information about project tasks.
		2.3	Identify time and resources required for the project.
		2.4	Apply a task calendar and schedule tasks.
		2.5	Enter and edit information about resources for use in the project.
		2.6	Mark any dependencies between tasks.
		2.7	Assign resources to tasks.
3.	Be able to update information about project progress.	3.1	Use editing and formatting techniques to update project elements according to progress.
		3.2	Update task status in line with progress.
		3.3	Update information about resources as required.
4.	Be able to select and use appropriate tools and techniques to display and report on project status.	4.1	Use filtering and formatting techniques to display project information to meet needs.
		4.2	Select and generate project reports using pre-defined formats to meet needs.

Assessment Guidance:

NA

Additional Information:

NA