OCR
Oxford Cambridge and RSA

Unit Title:	**Contribute to running a project**
OCR unit number	327
Sector unit number	J/601/2549
Level:	3
Credit value:	5
Guided learning hours:	30

Unit purpose and aim

This unit is about contributing to achieving project's agreed aims and objectives as it impacts on stakeholders.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will:	**The Learner can:**	Learning outcomes 1, 2 and 3 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units
1. Understand how to contribute to agree to a project brief	1.1 Describe the difference between routine work and taking part in a project	
	1.2 Explain the advantages and disadvantages of using projects and when projects are appropriate	
	1.3 Explain the project-planning methodologies appropriate to the types of projects run and the tools that can be used to assist project planning and control	
	1.4 Explain the purpose and benefits of identifying stakeholders involved in the project	
	1.5 Explain the purpose of contributing to agreeing a project's purpose, scope, timescale, costs, aims and objectives	
	1.6 Explain the purpose of agreeing a budget for a project	
	1.7 Describe how to estimate types and quantity of resources needed to run a	

	project	
	1.8 Describe how to identify project risks and develop contingency plans, if required	
2. Understand how to contribute to a project	2.1 Describe the types of information needed to monitor projects and the methods that can be used to give information	
	2.2 Describe how to estimate and control resources in an area of work during a project	
	2.3 Explain the purpose of reporting own progress during a project	
	2.4 Outline reasons for seeking advice in response to unexpected events	
	2.5 Explain the purpose and benefits of contributing towards achieving projects within agreed timescales	
	2.6 Explain the purpose and benefits of keeping records of all project activity within the scope of own work	
	2.7 Describe different ways of communicating with those involved in or affected by a project to make sure it runs smoothly	
3. Understand the purpose of contributing to the evaluation of a project	3.1 Describe different types of methods available to monitor projects	
	3.2 Explain the purpose of making own contributions when evaluating projects	
	3.3 Describe how to learn lessons for the future for own work	
4. Be able to contribute to preparing and planning a project	4.1 Confirm the purpose of the project with all stakeholders	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to contribute to running a project.
	4.2 Confirm project scope, timescale, aims and objectives	
	4.3 Contribute to the preparation of a project specification	

	4.4 Confirm all types of resources for all stakeholders	
	4.5 Confirm with all stakeholders, the project plan and timed use of all types of resources for an area of work	
	4.6 Contribute to identifying risks and develop contingency plans for an area of work	
5. Be able to contribute to running a project	5.1 Implement a project	
	5.2 Communicate with all stakeholders involved with or affected by a project	
	5.3 Adapt project plans for stakeholders to respond to unexpected events and risks	
	5.4 Provide interim reports on project progress to relevant stakeholders	
	5.5 Achieve required outcomes for relevant stakeholders on time and to budget	
	5.6 Seek advice in response to unexpected events, if required	
	5.7 Keep records of project activity	
6. Be able to contribute to evaluating the outcomes of a project	6.1 Evaluate project for all stakeholders	
	6.2 Report on the degree to which a project met its aims and objectives for all stakeholders	
	6.3 Report on project strengths and areas for improvement for all stakeholders	

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements

- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Project specification showing individual responsibilities

- Communications between those involved

- Documents identifying risk and contingency arrangements

- Interim and final reports

- Evaluation of project identifying strengths and weaknesses

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above

National Occupational Standards (NOS) mapping/signposting

This unit is based on the BAA151 Contribute to running a project.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .