

Title	Develop and implement a work plan for a team in an organisation		
Level	4	Credits	10

Purpose	People credited with this unit standard are able to develop and implement a work plan for a team in an organisation.
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Classification	Business Operations and Development > People Development and Coordination
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Available grade	Achieved
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Guidance Information

- 1 Unit standards in the People Development and Coordination domain are about engaging with and leading people to achieve outcomes as individuals and teams.
- 2 People will be assessed for this unit standard on evidence from authentic experience in an organisational context, with all the expectations and possible consequences of that context. The context may include but is not limited to:
 - the candidate's workplace
 - where the candidate is a volunteer
 - a cultural, community, or sporting organisation
 - a special event.
- 3 For this unit standard a *team* is a group of people in a workplace who work together to achieve set objective(s).
- 4 The assessment context for this unit standard must be suitable to meet the criteria for Level 4 in the NZQF Levels Descriptors, which are available by searching for "levels descriptors" at www.nzqa.govt.nz.
- 5 Definitions

Organisation refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.

Organisational requirements may include but are not limited to:

 - organisation purpose and/or direction
 - organisation policies and processes
 - compliance: legislative/legal, health and safety
 - risk management
 - sustainability.

Outcomes and performance criteria

Outcome 1

Develop and implement a work plan for a team in an organisation.

Performance criteria

- 1.1 Objectives for the plan are developed in collaboration with the team and are consistent with the strategic and/or business plan.
- 1.2 Tasks, responsibilities, timeframes, performance measures, risks and contingencies, and resource needs are included in the developed plan.
- 1.3 Developed plan is implemented and adapted to respond to change.
- 1.4 Effectiveness of the plan is evaluated in terms of achievement of its objectives.
- 1.5 Effectiveness of the implementation of the plan is evaluated according to organisational requirements.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	10 February 1999	31 December 2014
Review	2	18 December 2006	31 December 2014
Review	3	17 November 2011	31 December 2023
Review	4	17 March 2016	31 December 2023
Review	5	24 June 2021	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.