

Title	Support the planning of a project		
Level	4	Credits	15

Purpose	<p>A person credited with this standard is able to support the planning of a project.</p> <p>This unit standard has been developed primarily for assessment within programmes leading to the outcomes of the New Zealand Certificate in Project Management (Level 4) [Ref: 2462].</p>
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Classification	Business Operations and Development > Project Management
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Available grade	Achieved
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Guidance Information

- 1 Assessment must be conducted in real business context(s) or based on scenario(s) which must reflect the requirements and practicalities for conducting business in Aotearoa New Zealand.

These *requirements and practicalities* must include meeting the requirements of all relevant legislation and should address such areas as the real business or scenario-based context's:

- purpose and goals/objectives;
- future development;
- external operating environment;
- internal processes, accountabilities, and relationships.

The requirements and practicalities of the context(s) provide evidence for this unit standard.

The real business or scenario-based context(s) and their requirements and practicalities must be sufficiently complex to enable demonstration of the full range of competence for achievement of the outcome.

- 2 Personal and interpersonal skills and behaviours have been included in this standard as performance criteria. These skills and behaviours must not be addressed separately, but as part of an integrated assessment with the technical skills.

3 Definitions

All Project Management terms used in this standard can be found and defined at:

www.pmi.org.

Behaviour refers to:

- for *professional*: attitudes, qualities and behaviours;
- for *ethical*: widely accepted standards relating to compliance with the law, being honest in dealings, and showing respect for individuals, contracts, societal standards and institutions; *ethical* includes the provisions of the Project Management Institute's Code of Ethics, available at: www.pmi.org/about/ethics/code;
- for *socially*: environmental, community and sustainability expectations;
- for *culturally*: interpretations wider than just ethnicity.

A *project* refers to a temporary group activity designed to produce a discrete product, service, or result.

Project management refers to the application of specialist knowledge, skills, tools and techniques to project activities to meet the project requirements.

- 4 All assessment evidence for this standard must be sourced from the same project, which can be a different project to that used for other standards.

Outcomes and performance criteria

Outcome 1

Support the planning of a project.

Performance criteria

- 1.1 Own delegated role and responsibility in the planning of the project are agreed with project manager.
- 1.2 The project is supported by relevant contribution to all knowledge areas.
- Range scope, schedule, cost, communications, risk, stakeholders, and may include quality, human resources (HR), procurement.
- 1.3 Project Management tools and techniques are selected and used to contribute to the planning of the project.
- 1.4 Planning of the project is assisted through own contribution and collaboration with others.
- 1.5 Planning of the project is effectively communicated with stakeholders in terms of the intention, medium, and audience.
- Range communication – written, and oral with both internal, and external stakeholders to the context.
- 1.6 Professional, ethical, and socially and culturally appropriate behaviour is demonstrated.

1.7 Contribution to planning of the project is achieved through self-management.

Range self-management includes being proactive and may include – time-management, goal setting, prioritisation, consultation, reliability, task follow-up, self-assessment/reflection on performance, managing progress.

1.8 Solutions to operational issues are determined to facilitate the planning of the project.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 July 2017	31 December 2024
Revision	2	28 January 2021	31 December 2024
Review	3	26 January 2023	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 Ringa Hora Services Workforce Development Council qualifications@ringahora.nz if you wish to suggest changes to the content of this unit standard.