

Title	Plan implementation of, manage, and review small to medium sized electrotechnology projects		
Level	5	Credits	6

Purpose	<p>This unit standard is for people who need to manage the implementation of small to medium size electrotechnology projects, given suitable project plans and specifications. These projects are typically managed by a senior person leading a small team. Knowledge of project management software is not required.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – plan the implementation of small to medium sized electrotechnology projects – manage small to medium sized electrotechnology projects – review the effectiveness of small to medium sized electrotechnology projects.
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Classification	Electrical Engineering > Electrotechnology
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Available grade	Achieved
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Guidance Information

- 1 This unit standard has been developed for learning and assessment on-job or off-job.
- 2 Candidates must be assessed in the discipline in which they are employed or intending to be employed.
- 3 References
 - Building Act 2004
 - Electricity Act 1992
 - Electricity (Safety) Regulations 2010
 - Employment Relations Act 2000
 - Health and Safety at Work Act 2015, and associated regulations
 - Telecommunications Act 2001
 - AS/NZS 3000:2007, *Electrical installations (known as the Australian/New Zealand Wiring Rules)*, including Amendment 1
 - any applicable company safety and health procedures
 - Local Body regulations
 and all subsequent amendments and replacements.

4 Definitions

Customers – may be internal or external to the organisation and may include end customers and clients.

Electrotechnology project – can be any project involving electrical, electronic, industrial measurement and control, telecommunications, electricity supply or any combinations of these.

Industry practice – those practices that competent practitioners within the industry recognise as current industry best practice.

Organisational policies and procedures – the documented policies and procedures set down by the company.

Small to medium sized electrotechnology projects – the implementation phase of electrotechnology projects for which the planning and design specifications have already been prepared by other parties. Typically, these projects are non-complex in nature, and involve the provision or augmentation of products and services, maintenance, relocation or upgrade of equipment, or quality improvement. The work may take place at customers' industrial, commercial, residential, or domestic premises or other designated workplace.

5 Range

- a Demonstration of safe working practices is an essential component of assessment against this unit standard and all activities must comply with Health and Safety at Work Act 2015.
- b All activities and evidence presented for all outcomes and performance criteria in this unit standard must be in accordance with legislation, policies, procedures, ethical codes and Standards, and industry practice; and where appropriate, manufacturers' instructions, specifications, and data sheets.
- c Evidence is required for one or more small to medium sized projects falling within the definition in Guidance Information note 4. The number and size of projects chosen are left to the discretion of the assessor, but must be sufficient to assess competence in all outcomes of the unit standard.

Outcomes and performance criteria

Outcome 1

Plan the implementation of small to medium sized electrotechnology projects.

Performance criteria

- 1.1 Planning includes study of project plans and specifications to clarify the required project outcomes and constraints.

Range	typical constraints – quality, cost, resource utilisation, timing, critical path, methods, legal requirements, organisational policies and procedures.
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- 1.2 Planning includes identifying and consulting the key contributors to the successful outcome of the project.
- 1.3 Planning establishes project responsibilities, lines of communication, and basis and method of progress reporting, in accordance with organisational policies.

- 1.4 Planning includes the preparation of detailed schedules to meet specified outcomes within the constraints, as dictated by the nature of the work.

Range typical detailed schedules – timeframes, materials lists, wiring or cabling schedules, staff schedules.

Outcome 2

Manage small to medium sized electrotechnology projects.

Performance criteria

- 2.1 Required project activities are communicated in good time to team members and, where appropriate, to external contributors, in accordance with project schedules.
- 2.2 Project team members are authorised, and resources made available to enable them to complete delegated project work.
- 2.3 Project is reviewed at regular intervals for compliance with agreed constraints and contingency action is taken where required.
- Range typical constraints – quality, cost, resource utilisation, timing, critical path, methods, legal requirements, organisational policies and procedures.
- 2.4 Parties affected by the implementation or outcomes of the project are kept informed of progress at regular intervals.
- 2.5 Progress reports are completed on time and in the format required by the organisation and customers.
- 2.6 Projects are completed on time, within budget and resource allocation, and to the required quality and satisfaction of the organisation.

Outcome 3

Review the effectiveness of small to medium sized electrotechnology projects.

Performance criteria

- 3.1 Review involves all stakeholders.
- Range typical stakeholders – project planners and designers, customers, contractors, suppliers.

3.2 Review report compares planned with achieved outcomes, and identifies strengths and weaknesses in the processes used to complete the project.

Range typical outcomes – equipment performance, project timing, expenditure, human and material resources required;
typical weaknesses – faults, deadlines missed, quality problems, manpower planning, co-ordination, lead times;
typical strengths – successes, methods, applications, equipment, technology.

3.3 Review report draws conclusions for future projects and highlights follow-up activities if appropriate.

3.4 Review report is completed in accordance with organisational requirements and disseminated to all relevant parties.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 July 1995	31 December 2013
Revision	2	31 August 1998	31 December 2013
Revision	3	3 April 2001	31 December 2013
Review	4	20 September 2002	31 December 2013
Rollover and Revision	5	25 February 2008	31 December 2013
Review	6	21 August 2009	31 December 2025
Rollover and Revision	7	15 March 2012	31 December 2025
Revision	8	15 January 2014	31 December 2025
Rollover and Revision	9	25 March 2021	31 December 2025
Review	10	27 April 2023	31 December 2025

Consent and Moderation Requirements (CMR) reference

0003

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.