

Unit Title: **Delivering Projects in your Voluntary/Community Organisation**

Level: **Three**

Credit Value: **3**

GLH:

NOCN Unit Code: **AB8/3/TY/022**

QCA Unit Reference

Grading Descriptor Number(s): **1, 2, 3, 5, 7**

This unit has 6 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand what a project is and why it needs a specific set of management processes and skills.	1.1 Describe core PM concepts and processes and the roadmap of a project. 1.2 Give examples of good project management in practice. 1.3 Define and give examples of projects as opposed to other activities a voluntary/community organisation undertakes.
2. Initiate a voluntary or community project.	2.1 Identify the pre-requisites for a successful project and the actions needed to initiate a project. 2.2 Produce an outline Project Initiation Document.
3. Manage risks in projects.	3.1 Produce an outline project risk assessment checklist appropriate for a VCS organisation. 3.2 Develop an outline containment/mitigation plan for major project risks.
4. Estimate and budget a small project.	4.1 Construct a project budget pro-forma suitable for a VCS organisation. 4.2 Describe appropriate techniques for estimating the time and resources required for a VCS project. 4.3 Analyse the reasons for projects overrunning time and budget.

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
5. Manage and communicate with people in a project environment.	5.1 Identify the key roles related to a project and different ways in which these can be filled. 5.2 Carry out a stakeholder analysis. 5.3 Develop a communication plan for a community project. 5.4 Write a product definition for a project deliverable.
6. Manage and control a project that is underway.	6.1 Know where to find further project management information and support. 6.2 Explain the difference between monitoring and controlling a project. 6.3 Describe how a successful project manager would manage and control a project. 6.4 Develop a change management form appropriate for a community project.

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ASSESSMENT INFORMATION

Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

The assessment activities for this unit are indicated in the table below:

Key: **P = Prescribed** – this assessment method *must* be used to assess the unit.
O = Optional – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	
Reflective log / diary		Practice file	

Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

Key Skill		Wider Key Skill	
Communication		Working with others	
Information Technology		Problem solving	

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Application of Number		Improving Own Learning and Performance	
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Unit Title:
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Credit Value:
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NOCN Unit Code:
QCA Unit Reference Code:
Accredited Start date:
Accredited End date:
Unit Sector/Subject area:
Grading descriptors:
Availability for Use:

Purpose and Aim of the Unit	Free Text
Restrictions on the Availability	Free Text or N/A
Additional Assessment Requirements	Free Text or N/A
Details of relationship between the Unit and the NOS	Free Text or N/A
Details of relationship between the Unit and Standards (not NOS)	Free Text or N/A
Endorsement of the Unit by	Free Text or N/A