

Skills Scan

Learning Area	Learning Outcome	Learning Outcome Description	Limited	Reasonable	High
Project Scope	K1	The differences between projects and business as usual			
	K2	The importance of alignment between the project and organisational objectives			
	K6	The differences and comparative benefits between functional, matrix and project structures			
	K7	Different roles and responsibilities within a project environment			
Project Analysis	K3	The interdependencies between project, programme, and portfolio management			
	K4	Techniques used to understand the project context, such as PESTLE (political, economic, social, technological, legal, and environmental), SWOT (strength, weakness, opportunities, threats) or VUCA (velocity, uncertainty, complexity, ambiguity)			
	K28	The impact of project objectives and how to respond to challenges around sustainability and the UK Government's policy to achieve net carbon zero			
Governance	K5	The need and benefit of the project governance structure, requirements, and process and the impact on your role			
	K27	Relevant regulations and legislation such as data protection, and how they impact on your role			
Project Life Cycle	K8	The differences and comparative benefits between linear, iterative and hybrid life cycle approaches			
	K9	Importance, content, and purpose of a business case			
	K10	Approaches to the maintenance of a business case and the management of the benefits which will be achieved upon the successful delivery of the project			
	K11	The purpose, format, and significance of the project management plan			
	K12	Methods used to define, record, integrate, deliver, and manage scope			
	K21	Project scheduling and maintenance, including critical path analysis			
	K29	Principles of conducting project management activities which are ethical and inclusive			
Communication	K13	The identification, analysis, and management of stakeholders			
	K14	Communication techniques and approaches to interact with stakeholders to meet their requirements			
	K15	The use of information management			
	K16	Techniques for managing conflict and negotiation			
	K17	Techniques for working collaboratively within a team and with stakeholders			
Project Management	K18	How and when to apply different estimating methods			
	K19	Configuration management and change control			
	K20	The principles of earned value management (EVM) and the interpretation of EVM information			
Project Scheduling	K22	Allocation and management of resources throughout the project life cycle			
	K23	Principles of project risk and issue management			
Procurement	K24	Procurement strategies and processes that are both ethical and sustainable			
	K25	The role and purpose of quality requirements, planning and control in a project environment			
Project Evaluation	S9	Review and provide feedback on a project business case to ensure the project remains valid			
	K26	Principles for evaluating project success, including how lessons learned are captured and can impact future project delivery			
	K30	Technology and software used in the performance of project management activities			
Presentation	K31	Presentation tools and techniques			
Project Life Cycle	S1	Use project monitoring and reporting techniques to track, interpret and report on performance			
	S6	Communicate and support the project vision, to ensure buy in the project objectives			
	S7	Collate and analyse information and provide input to support negotiations relating to project objectives			
	S8	Monitor and analyse project budgets			
	S12	Prepare, monitor, and schedule activities that contribute to the delivery of the overall project schedule and objectives			
	S17	Support the preparation or maintenance of a resource management plan for project activities			
	S20	Provide underpinning data to support the written submission through the governance process			
	S21	Work within the approved project budget			
	S23	Apply relevant legislation, regulations, codes of practice, and ethical guidance where appropriate to their work			
Communication	S2	Manage and engage with stakeholders			
	S3	Influence and negotiate with others to create a positive outcome for the project			
	S4	Resolve conflict as and when required with stakeholders within limits of responsibility			
	S5	Adapt communications to different stakeholders			
	S11	Evaluate an integrated project management plan to provide recommendations on areas for improvement			
	S18	Work with stakeholders to deliver the project			

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Project Management	S10	Apply change control processes to support the management of project scope			
	S22	Ensure that integrated schedules support critical path analysis, interface management, resource forecasting and risk management			
	S25	Use configuration management and change control to schedule and maintain projects			
Project Scheduling	S13	Evaluate and make recommendations on the risk management plan to threats to delivery and recommend solutions			
	S14	Identify and monitor project risks and issues; and plan and implement responses to them			
	S24	Use data to inform decisions on actions to take to mitigate risks on project			
Procurement	S15	Deliver a Quality Management Plan which contributes to quality control processes			
Project Evaluation	S16	Use an organisation's continual improvement process including lessons learned to improve performance			
	S19	Use digital tools and software to meet project objectives for example research, collaboration, presentations, and resolution of problems			
Presentation	S26	Manages resources through the project lifecycle			
Project Analysis	B1	Works flexibly and adapts to circumstances			
Project Life Cycle	B3	Has accountability and ownership of their tasks and workload			
	B4	Operates professionally with integrity and confidentiality			
Communication	B2	Works collaboratively and builds strong relationships with others across the organisation and external stakeholders			
Project Evaluation	B5	Seeks learning opportunities and continuous professional development			