

Level:	6
Value for TQT:	110
Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
1 Develop and implement systems to monitor and record the progress of the project against the agreed programme(s).	1.1 Plan and implement a system that meets organisational requirements and that will monitor and record work progress for projects.
	1.2 Investigate and monitor the progress of given project(s) against agreed programme(s) using at least four of the following systems: <ul style="list-style-type: none"> – visual inspection(s) – resource records – site inspection reports – contractor’s report – written, graphical and electronic records of the actual work against the programmed work – site meetings – organisational procedures – management reports – benchmarks – comparison with project requirements.
	1.3 Document findings of monitoring systems on given projects using written, graphical and electronic formats.
	1.4 Explain how to develop, monitor and implement the following systems and record the progress of projects against agreed programmes: <ul style="list-style-type: none"> – visual inspection – resources records – site inspection reports – contractor’s reports – written, graphical and electronic records of actual work against programmed work – site meetings – organisational procedures – management reports – benchmarks – comparison and project requirements
	1.5 Give reasons why it is important to develop systems, that monitor and record the progress of the project against the following: <ul style="list-style-type: none"> – programmes – network analysis – critical path – line balance – action lists – resources schedules – project expenditure forecasts

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Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
<p>2 Collect progress information regularly and summarise it for stakeholders.</p>	<p>2.1 Gather and record information on work progress of given projects on a regular basis.</p>
	<p>2.2 Present a summary of findings on work progress in suitable formats to stakeholders.</p>
	<p>2.3 Explain ways that information on work progress can be collected regularly.</p>
	<p>2.4 Explain ways of accurately summarising progress information to present to stakeholders.</p>
	<p>2.5 Outline which stakeholders would need to be informed about work progress on given projects.</p>
<p>3 Identify inadequate or inappropriate resources, recommend alternative resources and inform stakeholders.</p>	<p>3.1 Examine work activities on given projects in order to identify inadequate or inappropriate resources and record the findings.</p>
	<p>3.2 Inform stakeholders in sufficient detail using appropriate formats where inadequate or inappropriate resources have been identified.</p>
	<p>3.3 Recommend and source alternative resources that meet project requirements to stakeholders.</p>
	<p>3.4 Explain ways that inadequate and inappropriate resources can be identified.</p>
	<p>3.5 Explain how to inform stakeholders about inadequate and inappropriate resources.</p>
	<p>3.6 Explain different methods of recommending alternative resources to stakeholders.</p>

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Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
<p>4 Identify and quantify any identified or predicted deviations from planned progress which have occurred, or which may occur, that could disrupt the programme.</p>	<p>4.1 Inspect work activities against planned progress to identify deviations that have occurred, or which may occur.</p>
	<p>4.2 Analyse and record work activity inspection results and quantify current, or predicted, deviations that could disrupt the agreed programme.</p>
	<p>4.3 Assess factors that can create deviations in planned progress on typical projects.</p>
	<p>4.4 Explain how to identify deviations from planned progress, which have occurred and those which may occur.</p>
	<p>4.5 Explain how deviations from the planned progress, which may disrupt the programme, can be identified.</p>
	<p>4.6 Explain ways that deviations from planned progress can be quantified.</p>
	<p>4.7 Give reasons why it is important to identify and quantify any deviations from planned progress.</p>

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
5 Investigate the circumstances of any deviations thoroughly and agree and implement appropriate corrective actions.	5.1 Examine, analyse and record the circumstances of any identified deviations to planned progress on given projects.
	5.2 Conclude and obtain approval for corrective actions where deviations to planned progress have been identified from stakeholders.
	5.3 Implement agreed corrective actions for deviations to: <ul style="list-style-type: none"> - maintain progress in accordance with agreed programme - agree a revised programme - secure additional resources - alter planned work schedules
	5.4 Explain how circumstances of deviations from planned progress can be investigated and recorded.
	5.5 Explain ways that corrective action for deviations from planned progress with stakeholders can be agreed.
	5.6 Explain how agreed corrective action for deviations from planned progress can be implemented to: <ul style="list-style-type: none"> - maintain progress in accordance with agreed programme - agree a revised programme - secure additional resources - alter planned work schedules
	5.7 Give reasons why corrective action(s) must be agreed.
6 Recommend options to stakeholders that allow the programme to be maintained.	6.1 Analyse available information on alternatives in order to help the project progress.
	6.2 Suggest a range of alternative options that will maintain and improve project progress, to stakeholders using appropriate formats.
	6.3 Explain how to recommend options to stakeholders that will help the project progress.
	6.4 Explain why recommendations, that will minimise increases in cost and time and help the project progress, need to be made.

Learning outcomes <i>The learner will be able to:</i>	Assessment criteria <i>The learner can:</i>
7 Inform stakeholders about changes to the operational programme.	7.1 Identify and keep records of changes that need to be made to the operational programme following investigations of work activities and resource use on projects.
	7.2 Inform stakeholder about changes to the operational programme.
	7.3 Explain methods that can be used to regularly inform relevant stakeholders about changes to operational programmes and demands on resources.
	7.4 Explain why it is important to keep stakeholders informed about changes to operational programme(s) and demands on resources.
8 Suggest and implement the decisions and actions that need to be taken to maintain progress.	8.1 Analyse and determine actions that need to be taken to maintain progress.
	8.2 Provide suggested options to stakeholders that allows project progress to be maintained.
	8.3 Implement and record the decisions made and the actions taken to maintain progress.
	8.4 Explain how to recommend decisions and actions to stakeholders that need to be taken to maintain progress.
	8.5 Explain why it is important to make recommendations to maintain progress.
9 Identify and record improvements to the programme from feedback received and inform stakeholders.	9.1 Seek, collect and collate feedback information on work progress on given projects.
	9.2 Analyse and record collated information to identify improvements that can be made to the work progress on given projects.
	9.3 Provide suggestions to stakeholders that allow improvements to work progress.
	9.4 Explain how improvements to progress can be identified from feedback received.
	9.5 Explain ways of recommending improvements in progress to stakeholders.
	9.6 Give reasons why recommended improvements in progress to stakeholders need to be made.

Additional information about this unit	
Assessment Guidance	<p>This unit must be assessed in a work environment and in accordance with the ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment</p> <p>Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.</p> <p>Workplace evidence of skills cannot be simulated.</p>
Sector Subject Area	5.2 Building and Construction
Availability for use	Shared unit
Unit guided learning hours	30
Assessment Time	10