

Unit 126: Project Management Software

Unit code:	126
Unit reference number:	K/502/4618
QCF level:	1
Credit value:	3
Guided learning hours:	20

Unit summary

This unit is about the skills and knowledge required by an IT User to use a range of basic project management software tools and techniques to input and edit straightforward or routine information about projects. Any aspect that is unfamiliar will require support and advice from others.

At this level project management tools and techniques will be described as 'basic' because:

- the software tools and functions will be predefined in templates or commonly used;
- the range of entry, manipulation and outputting techniques will be straightforward or routine; and
- the inputting, manipulating and outputting of the information is in response to prompts and is directed by the project manager.

This unit is not about managing a project although these standards may also be applicable to the project manager.

Assessment requirements/evidence requirements

Evidence of achievement can be derived from a variety of sources.

Learners who use their IT skills directly in their day-to-day work can prove their competence whilst doing so. Alternatively learners can use scenarios and knowledge tests — or a mixture of both — to demonstrate competence.

Assessment methodology

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met.

Whilst assessors are required to have a sound understanding of the unit requirements and be able to give appropriate feedback to learners, they do not have to be A1 qualified. However, ideally every assessor should have ITQ Level 3 or equivalent in order to be able to adequately assess at that level and below.

Learning outcomes and assessment criteria

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Create and define a project	1.1 Identify the main components of the project management software 1.2 Identify the information about the project that must be included 1.3 Create a new project file using templates where appropriate 1.4 Store and retrieve project management files effectively in line with local guidelines for storage and use of data where applicable			
2 Enter and edit information about project tasks and resources	2.1 Identify types of tasks, milestones, deadlines and constraints 2.2 Enter and edit information about project tasks 2.3 Identify time and resources required for the project 2.4 Apply a task calendar for scheduling tasks 2.5 Enter and edit information about resources for use in the project 2.6 Mark any dependencies between tasks 2.7 Assign resources to tasks			

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
3 Update information about project progress	3.1 Use editing and formatting techniques to update project elements			
	3.2 Update task status in line with progress			
	3.3 Update information about resources as required			
4 Select and use appropriate tools and techniques to display and report on project status	4.1 Use filtering and formatting techniques to display project information to meet needs			
	4.2 Select and generate project reports using pre-defined formats to meet needs			

Learner name: _____ Date: _____
Learner signature: _____ Date: _____
Assessor signature: _____ Date: _____
Internal verifier signature: _____ Date: _____
(if sampled)