MANAGE PROJECT RESOURCES

UNIT CODE: COD/OS/SW/CR/04/5/A

UNIT DESCRIPTION:

This unit describes the competencies required to identify project resources, track available resources, identify project resource gaps, and document project resources

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make the workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performances each of the elements. *(Bold and italicised terms are elaborated in the Range)*
1. Identify project resources	1.6 Community needs are identified as per the organization policy 1.7 project needs are identified as per the organization policy 1.8 *Assessment tools* are developed as per the SOPs 1.9 Data collection methods are devised as per the organization policy 1.10 Community needs and resource register is created as per SOPs
2. Track available resources	2.1 *A community resources* committee is established as per SOPs 2.2 Resource mapping is carried out as per the organization policy 2.3 *A resource register* is created as per organization guidelines 2.4 A work plan is identified as per the project needs. 2.5 Work plan is implemented as per organisation policy. 2.6 A reporting mechanism to the community is established as per organisation policy.
3. Identify project resource gaps	3.1 Available resources are matched to community needs as per the organisation policy.

ELEMENT These describe the key outcomes which make the workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performances each of the elements. *(Bold and italicised terms are elaborated in the Range)*
	3.2 Adequacy of the resources in meeting the community needs is analysed as per the organisation policy 3.3 Shortcomings of the resources in meeting the needs is established as per the organisation policy. 3.4 Capacity gaps of the resources is addressed as per the organization policy
4. Document community resource management.	4.5 Identification plan is developed as per SOPs. 4.6 Best practices are identified as per SOPs. 4.7 The best practises are documented as per organisation policy. 4.8 The best practises are shared as per organisation policy.

Variable	Range *May include but not limited to:*
1. Assessment tools	• Check list • Questionnaire • Interview guide • Observation schedule
2. Community resources	• Human resource • Infrastructure • Technological resources • Natural resources • Financial resources
3. A resource register	• Name of the community • Name of the resource • Resource gaps • remarks

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Presentation
- Interpersonal relation
- Boundary setting
- Planning and prioritization
- Empathy
- Self-awareness
- Report writing
- Critical thinking
- Persuasion
- Team work
- People management
- Coordination
- Organizational
- Decision making
- Emotional intelligence

Required knowledge

The individual needs to demonstrate knowledge of:

- Social welfare policies
- Human behaviour and social environment
- Social work practices and interventions
- Social research
- Nutrition and food supply
- Statistics
- Economics
- Basic accounting
- Digital literacy

EVIDENCE GUIDE

1.	Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.12 Assessed community resources 1.13 Identified resource gaps 1.14 Track community resources 1.15 Created community needs and resource register. 1.16 Established community resources committee. 1.17 Identified a work plan 1.18 Identified best practices
2.	Resource implications	2.4 A functional office 2.5 A fully equipped simulated operations training office 2.6 Stationery
3.	Methods of Assessment	***Competency may be assessed through:*** 3.1 Verbal questioning 3.2 Project 3.3 Observation 3.4 Third party report 3.5 Interview 3.6 Written test
4.	Context of Assessment	Competency may be assessed individually 4.4 on-the-job 4.5 off-the-job 4.6 workplace experience
5.	Guidance information for assessment	This unit may be assessed on an integrated basis with others within this occupational sector