

CCSMP35

Make use of a diary system in a music publishing organisation



Overview

This unit is about using a diary to manage activities and/or resources in a Music Publishing organisation. The diary could be either an electronic diary or a hand written diary.

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Performance criteria

- You must be able to:*
- P1 obtain the information you need about requested changes
 - P2 prioritise requested changes
 - P3 identify the implications for existing entries
 - P4 solve problems by negotiating alternative arrangements
 - P5 record agreed changes in the diary
 - P6 communicate agreed changes to those affected
 - P7 keep the diary up-to-date

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Knowledge and understanding

You need to know and understand:

- K1 why it is important to use diary systems to plan and co-ordinate activities and resources
- K2 the different types of diary systems, their advantages and disadvantages and the different situations for which they are appropriate
- K3 how to use different types of diary systems
- K4 why it is important to obtain relevant information about requested changes
- K5 the types of information you must obtain
- K6 why it is important to prioritise requests
- K7 how to prioritise requests
- K8 the types of problems that may occur when new requests are made
- K9 how you should solve the types of problems that may occur when new requests are made

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