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### Overview

This standard is about establishing the project management team's working methods. The project management team are members of the project team who are directly involved in its management.

You will need to set up effective support services, communications and project monitoring methods. You will also need to identify and respond to training and development needs.

Project Management National Occupational Standards (PMNOS) are based on the following project management lifecycle:

- A Establish and lead the project team, and work with stakeholders
- B Define and initiate the project
- C Develop the project management plan
- D Deliver the project
- E Close and review the project

This standard is part of area A 'Establish and lead the project team, and work with stakeholders'.

# ECIPMA4

## Establish the project management team's working methods

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### Performance criteria

- You must be able to:*
- P1 establish relevant and effective **support services** for the **project management** team
  - P2 establish arrangements for achieving effective communications and reporting mechanisms
  - P3 establish appropriate methods for project monitoring and evaluation
  - P4 identify any learning and development needs amongst team members and take appropriate action to support these needs
  - P5 verify that the working methods to be used meet statutory requirements
  - P6 ensure health, safety and welfare responsibilities are defined and communicated to the relevant individuals

# ECIPMA4

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### Knowledge and understanding

*You need to know and understand:*

- K1 the context of the project
- K2 relevant legislative, regulatory and organisational requirements
- K3 the arrangements for the delivery of the project
- K4 relevant management plans for the project management team
- K5 methods for monitoring and evaluating progress
- K6 the governance structure and reporting mechanisms for the project management team
- K7 sources of information relevant to working methods (including specified project requirements)
- K8 relevant organisational procedures for establishing working methods
- K9 the differences between managing individuals for whom you have managerial responsibility and those who you do not, and the implications this difference may have for project management

### Additional Information

#### Scope/Range

##### **Project management team:**

- 1 Internal to your organisation
- 2 External to you organisation

##### **Support services:**

- 1 Specialist or technical
- 2 Administration
- 3 Facilities

#### Glossary

##### **Context of the project**

This phrase appears in the knowledge and understanding of the National Occupational Standards (NOS) and relates to the wider context of the project that the individual will need to know about, such as the project environment, the relationship to a wider programme of work and how the project fits with organisational strategies.

The sector in which the project manager works (e.g. software development, construction, manufacturing or process industries) will have its own specific context and this phrase is intended to convey this meaning.

##### **Governance**

Governance refers to the set of politics, regulations, functions, processes, procedures and responsibilities that define the establishment, management and control of projects, programmes or portfolios. This should integrate with organisational (corporate) governance.

##### **Project**

A unique, transient endeavour undertaken to achieve planned objectives.

##### **Project management team**

Members of the project team who are directly involved in its management.

##### **Project schedule**

The project schedule shows how project activities and milestones are planned over a period of time. It is often shown as a milestone chart, Gantt or other bar chart, or as a tabular listing of dates.

# ECIPMA4

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