

# ECIPMC5

## Identify and establish procedures and responsibilities for the project



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### Overview

This standard is about identifying and establishing procedures and responsibilities for the project. Procedures may be for monitor and control purposes, reporting and authorisation, resource use, risk management, or issues management.

You will need to be able to identify and review project management procedures, and establish suitable procedures for the project. You will also need to clearly define the authority and responsibilities for all project activities, and communicate the proposed procedures and responsibilities to stakeholders.

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 C 'Develop the project management plan'.

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#### Performance criteria

- You must be able to:*
- P1 identify appropriate project management **procedures** for relevant aspects of the project
  - P2 review existing procedures to verify that they are applicable to project management activities, and whether or not they can be used without modification
  - P3 establish the procedures to facilitate the safe and cost-effective implementation of the project
  - P4 clearly define the authority and responsibilities for all activities
  - P5 communicate the proposed procedures and responsibilities to relevant **stakeholders**

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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 key stages in the project life cycle
- K4 the relationship of project management procedures to aspects of the project
- K5 relevant authority and accountability of stakeholders and those to be involved in implementing the project
- K6 principles of risk management
- K7 the ways in which issues are identified and managed
- K8 the resources required for the project and management of such resources
- K9 change control and variance reporting procedures
- K10 the configuration management process
- K11 contractual responsibilities and liabilities
- K12 procedures which apply to financial control
- K13 procedures which apply to resource control

### Additional Information

#### Scope/Range

##### **Stakeholders:**

- 1 Sponsors
- 2 Clients or customers
- 3 Relevant groups/individuals interested in the project
- 4 Relevant groups/individuals affected by the project
- 5 Relevant groups/individuals who might affect the project

##### **Procedures** will typically cover:

- 1 Monitoring and controlling
- 2 Reporting and authorisation
- 3 Resource use
- 4 Risk management
- 5 Issues management

#### Glossary

##### **Configuration management**

Configuration management encompasses the administrative activities concerned with the creation, maintenance, controlled change and quality control of the scope of work.

##### **Contract**

A contract is an agreement made between two parties that creates legally binding obligations between them. The contract sets out those obligations and the actions can be taken if they are not met.

##### **Control**

Control comprises tracking performance against agreed plans and taking the corrective action required to meet defined objectives.

##### **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.

### **Issues**

An issue occurs when the tolerances of delegated work are predicted to be exceeded or have been exceeded. This triggers the escalation of the issue from one level of management to the next in order to seek a solution.

### **Life cycle**

A life cycle defines the inter-related phases of a project and provides a structure for governing the progression of work.

### **Project**

A unique, transient endeavour undertaken to achieve planned objectives.

### **Resources**

Resources are all those items required to undertake a project and may include people, finance, materials and information.

### **Risk**

The potential of an action or event to impact on the achievement of objectives.

### **Stakeholders**

Project stakeholders may be internal or external to the organisation and include sponsors, clients, customers and all relevant groups/individuals with a relation to the project.

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