

**SKILLS FRAMEWORK FOR RETAIL
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Project Management					
TSC	Project Plan					
TSC Description	Develop project plans and manage project risks using appropriate project management tools					
TSC Proficiency Description	Level 1	Level 2	Level 3 RET-PMA-3006-1.1	Level 4 RET-PMA-4006-1.1	Level 5 RET-PMA-5006-1.1	Level 6
			Identify and access appropriate project management tools, track and document project progress	Develop project plans in line with project parameters, evaluate and review project planning and management outcomes, deliverables, and control and manage project contingencies	Finalise project plans and gain necessary approvals to commence projects and manage risks required to ensure project outcomes are met	
Knowledge			<ul style="list-style-type: none"> Impact on project schedule when using a start or finish date to schedule a project Concepts of task duration Concepts of a milestone in a project Concepts on the logical relationships between tasks Concepts of a deadline in a project Concepts of critical task and critical path 	<ul style="list-style-type: none"> Concepts of managing projects Impact on project schedule when using a start or finish date to schedule a project Concepts of a milestone in a project Concepts on the logical relationships between tasks Concepts of lead time and lag time in a project schedule Types of task constraint options Concepts of a deadline in a project Types of resources for a task Relationship between duration, work and resource Concepts of fixed cost and variable cost Concepts of critical task and critical path 	<ul style="list-style-type: none"> Concepts of managing projects Impact on project schedule when using a start or finish date to schedule a project Concepts of a milestone in a project Concepts on the logical relationships between tasks Concepts of lead time and lag time in a project schedule Types of task constraint options Concepts of a deadline in a project Concepts of fixed cost and variable cost Concepts of critical task and critical path Project risks 	
Abilities			<ul style="list-style-type: none"> Recognise and estimate the resource, time and cost required to execute each project task Track tasks progress according to project requirements 	<ul style="list-style-type: none"> Create and manage project tasks according to project requirements Develop project plan from a resourcing, timeline and cost perspective Monitor project progress 	<ul style="list-style-type: none"> Establish overall project plan parameters from a resourcing, timeline and cost perspective Review project progress according to project requirements and direct 	

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			<ul style="list-style-type: none"> Identify project risks and understand the its impact on the overall project timeline and quality 	<p>according to project requirements</p> <ul style="list-style-type: none"> Guide team to deliver task according to project plan and key milestones Highlight potential project risks and propose possible mitigating actions 	<p>alternate actions</p> <ul style="list-style-type: none"> Oversee project delivery in accordance to project plan and key milestone Establish and drive required project tracking mechanisms Finalise project plan and gain necessary approvals to commence project according to documented plan Anticipate potential project risks and initiate mitigating actions 	
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