

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

TSC Category	Project Management					
TSC	Project Timeline					
TSC Description	Determine project requirements and development timelines to ensure timely project delivery					
TSC Proficiency Description	Level 1	Level 2	Level 3 RET-PMA-3011-1.1	Level 4 RET-PMA-4011-1.1	Level 5	Level 6
			Apply project time management techniques and tools to monitor and manage project schedule changes, as well as identify and report potential schedule changes for corrective actions	Assess project requirements and time constraints as well as develop, implement and manage project schedules to ensure project objectives are met		
Knowledge			<ul style="list-style-type: none"> Types and applications of project scheduling tools and techniques Time management techniques Roles and responsibilities within a project team 	<ul style="list-style-type: none"> Time management techniques and issues Triple constraints and their impact on project management Importance of time management Project objectives Project resources Roles and responsibilities within a project team 		
Abilities			<ul style="list-style-type: none"> Work within project schedule to ensure project deliverables are met on time Monitor and manage changes to project schedule to meet scheduled target Identify potential project delays Identify and report potential changes to project schedule to project managers for corrective actions Demonstrate openness to feedback when working with others on project timelines to ensure individual views and concerns are acknowledged and 	<ul style="list-style-type: none"> Assess project time constraints to sequence tasks accordingly Develop project schedule to guide time management of the project Implement and manage project schedule to ensure project objectives are met within the stipulated time frame Identify opportunities to review task sequence and project schedule to achieve project completion within a shorter time frame Develop contingency plans to mitigate potential project delays Demonstrate empathy 		

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			<p>addressed</p> <ul style="list-style-type: none"> Engage in self-reflection to identify areas for improvement on own project time management skills Improve own project time management skills by subscribing to diverse learning channels to ensure continuous learning for workplace application 	<p>and appreciation of others' views and issues when managing project timeline to maintain positive working relationships</p> <ul style="list-style-type: none"> Engage in self-reflection to incorporate past experience when developing project schedule Improve own capability in managing project timelines by subscribing to diverse learning channels and discussion platforms to enhance workplace performance 		
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