

**SKILLS FRAMEWORK FOR TOURISM
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE**

TSC Category	Project Management					
TSC	Project Administration					
TSC Description	Plan and coordinate project closures and documentation processes, and refine project administration policies and procedures					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		TOU-PMT-2006-1.1-1	TOU-PMT-3006-1.1-1	TOU-PMT-4006-1.1-1		
		Maintain project records in accordance with project and organisational requirements	Implement project administration processes as well as provide inputs to refine project administration policies and procedures to ensure process effectiveness	Develop project documentation processes and project administration templates to maintain project records		
Knowledge		<ul style="list-style-type: none"> Project administration templates Documentation of project Project administration tools 	<ul style="list-style-type: none"> Project administration objectives Project administration templates Maintenance and protection of critical project information Relevant stakeholders Techniques for effective document management 	<ul style="list-style-type: none"> Project administration objectives Maintenance and protection of critical project information Relevant stakeholders Document version control policies and procedures 		
Abilities		<ul style="list-style-type: none"> Prepare project documentation using templates Maintain project records in accordance with project and organisational requirements Coordinate project administration in accordance with project administration policies and procedures to ensure smooth project implementation Coordinate project closure to ensure proper 	<ul style="list-style-type: none"> Plan project administration to ensure smooth project implementation Coordinate project administration in accordance with project administration policies and procedures to ensure smooth project implementation Coordinate project closure to ensure proper archive of project documentation Provide inputs on areas of improvement for the 	<ul style="list-style-type: none"> Review all relevant templates for project administration Manage project administration in accordance with project administration policies and procedures Manage and administer project confidential documentation Review project documentation to ensure completeness and comprehensiveness Manage proper change control of project 		

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		archive of project documentation	<p>project administration policies and procedures to ensure effectiveness of project administration processes</p> <ul style="list-style-type: none"> • Demonstrate empathy and appreciation of others' views and issues when implementing project administration processes to maintain positive working relationships • Identify areas for improvement in implementing project administration processes to enhance future performance 	documentation throughout the project		
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