

**SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Project Management					
<b>TSC</b>	Project Coordination					
<b>TSC Description</b>	Coordinate project activities and workflows in collaboration with project teams and relevant stakeholders, as determined by project plans, to fulfil expected project outcomes and objectives					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
			<b>WPH-PMT-3002-1.1</b>	<b>WPH-PMT-4002-1.1</b>	<b>WPH-PMT-5002-1.1</b>	
			Review specified phases of project feasibility analysis to identify potential scope and resource-related issues, and support project planning and coordination activities	Manage project planning and coordination activities to ensure projects are completed on schedule	Lead project planning and coordination activities by collaborating with key internal and external stakeholders	
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>• Organisation's project scope design processes</li> <li>• Project objectives, schedules and deliverables for specified phases</li> <li>• Types of potential project scope-related issues</li> <li>• Principles of project management</li> <li>• Types of project documentation processes, policies and templates</li> <li>• Project stakeholders</li> <li>• Project management tools and techniques</li> <li>• Types of ships and rigs, terminology and features</li> <li>• Types of technical drawings and production processes</li> <li>• Project escalation processes</li> </ul>	<ul style="list-style-type: none"> <li>• Organisation products, processes and systems</li> <li>• Project lifecycle concepts</li> <li>• Concept of project management triangle constraint</li> <li>• Relationship management principles</li> <li>• Project resource management and utilisation techniques</li> <li>• Types of project implications to legal, regulatory, ethical and socio-cultural stakeholder relations</li> <li>• Types of project costing, budgeting and financial planning techniques</li> <li>• Applications of material and equipment</li> <li>• Relevant workplace safety and health (WSH) policies and procedures and other regulatory requirements and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Organisation's vision, mission and values, business strategies and direction</li> <li>• Organisational programme management policies and procedures</li> <li>• Work breakdown structures (WBS)</li> <li>• Product breakdown structures (PBS)</li> <li>• Types of organisational knowledge management processes and systems</li> <li>• Strategic negotiation principles</li> <li>• Project change management processes</li> <li>• Stakeholder management techniques</li> <li>• Methods to address project scope management issues</li> </ul>	
<b>Abilities</b>			<ul style="list-style-type: none"> <li>• Create necessary project templates for project documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Track project progress and stay abreast of changes to project plans</li> </ul>	<ul style="list-style-type: none"> <li>• Define project objectives according to needs and organisational guidelines</li> </ul>	

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			<ul style="list-style-type: none"> <li>• Collect and store documents upon project closures and hand-offs to ensure easy retrieval in the future</li> <li>• Plan and coordinate projects in accordance with project administration policies and procedures</li> <li>• Monitor resource allocation and usage for specified functional areas</li> <li>• Identify potential scope issues for specified project phases</li> <li>• Support project teams in avoiding scope creep</li> <li>• Identify project resource constraints to re-allocate resources and/or escalate issues to ensure project continuance</li> </ul>	<p>and/or resource requirements</p> <ul style="list-style-type: none"> <li>• Implement project resource allocation plans to ensure availability of resources throughout project lifecycles</li> <li>• Propose amendments to resource-allocation plans according to fluctuations in progress of projects</li> <li>• Manage project information to ensure stakeholders are kept updated of progress and changes in project information</li> <li>• Identify and engage key stakeholders to understand their project expectations and requirements and mitigate project scoping issues</li> <li>• Communicate information to team members in accordance with organisational and project requirements</li> <li>• Implement training and development for project teams to meet project specifications</li> <li>• Evaluate team performance in accordance with performance measures</li> <li>• Manage team dynamics to ensure effective execution of project</li> <li>• Identify and resolve potential project scope issues in accordance with organisational procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiate with key internal and external stakeholders to finalise project scopes, align expectations on projects and manage changes to project scopes</li> <li>• Devise communication and knowledge management processes to support project objectives</li> <li>• Build relationships with senior executives and key stakeholders throughout project lifecycles</li> </ul>	
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