

Competence 4

The ability to use project management systems and software

This meets the requirements of IMCA C/C02/000/08 & C06 or 07/000/02

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

	Performance Criteria	Type of Evidence
a)	Demonstrates the familiarity with project management terms and techniques	
b)	Demonstrates the familiarity with company and non-propriety project management software tools	
c)	Demonstrates the ability to perform basic project management tasks, scheduling and identifying critical pathways	
d)	Demonstrates the ability to write technical reports in line with appropriate company specifications/procedures	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	