

**Specification of Competency Standards**  
**for the Arboriculture & Horticulture Industry**  
**Unit of Competency**

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Monitor project progress
Code	109034L3
Range	This unit of competency is applicable to managers who are engaged in project management in arboricultural and horticultural organisations. Practitioners should be capable of monitoring the progress and quality of works projects in accordance with the projects' schedules and standards.
Level	3
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to the monitoring of project progress</p> <ul style="list-style-type: none"> <li>• Comprehend the contract requirements of works projects</li> <li>• Comprehend the service scope of the contracts, work plans, working drawings, completion dates and related details of the projects and sub-projects</li> <li>• Comprehend the monitoring standards and application of works projects</li> </ul> <p>2. Monitor project progress</p> <ul style="list-style-type: none"> <li>• Check the progress and quality of works projects regularly in accordance with the schedules and the adopted monitoring standards of the works projects</li> <li>• Spot-check the progress reports and related documents of the projects to grasp the work quality and progress of the projects</li> <li>• Consult the responsible participant of the work sites regularly to record the actual operation status of the corresponding projects</li> <li>• Report the project progress in accordance with the set schedules</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Report the problems encountered when the projects are proceeding in a timely manner and be able to make suggestions for improvement</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to monitor the progress and quality of works projects in accordance with the projects' monitoring schedules and standards; and</li> <li>• Able to accurately record the actual operation status of the projects, report according to the set schedules and make suggestions for improvement.</li> </ul>
Remark	