

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

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Establish project plans
Code	109038L5
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 mastering the contents of contracts and knowledge related to works project management, as well as determining projects' specific implementation details and risk management measures to ensure the smooth implementation of works projects.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to establishing project plans</p> <ul style="list-style-type: none"> <li>• Comprehend the contents of project contracts</li> <li>• Comprehend works project management and its application</li> <li>• Comprehend the details of each work process and the work methods of the projects</li> <li>• Comprehend the chain relationship between different work processes of the projects</li> <li>• Comprehend the risk management plans of the projects and contingency measures for handling emergencies</li> <li>• Comprehend the requirements of relevant laws and technical documents</li> </ul> <p>2. Establish project plans</p> <ul style="list-style-type: none"> <li>• Establish project plans according to the contents of project contracts, such as the work processes, project teams of the works projects, monitoring schedules and standards</li> <li>• Determine the directions of project management and implementation according to the requirements of relevant laws and technical documents</li> <li>• Arrange suitable personnel for handling different tasks of the projects</li> <li>• State the progress and completion schedule of each work item to meet the expected overall progress of the projects</li> <li>• Establish preventive and emergency measures in accordance with the risk management plans of the projects</li> <li>• Establish feasible and appropriate project plans in accordance with the contents of project contracts</li> <li>• Submit relevant applications or reports required by laws</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Regularly review the effectiveness of the preventive and control measures to reduce the impact of risks on the projects</li> <li>• Manage projects on the basis of laws and the spirit of contract</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 analyse the contents of project contracts, and establish appropriate implementation plans and schedules;</li> <li>• Able to form suitable works project teams; and</li> <li>• Able to establish preventive and emergency measures in regard to the risk management plans of the projects.</li> </ul>
Remark	