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|  | **Unit ID: 02** |
| **Domain** | **OFFICE ADMINISTRATION** |
| **Title:** | **Coordinate projects effectively** **in an office environment** |
| **Level: 5** | **Credits: 12** |

**Purpose**

This unit standard is intended for those who coordinate projects effectively within an office environment. People credited with this unit standard can plan a project; coordinate resources; communicate and manage stakeholders; monitor and execute project.

The unit standard is intended for people who carry out administrative functions in an office environment.

**Special Notes**

1. Entry information

Prerequisite:

 Unit 1157 *- Demonstrate basic knowledge of workplace health and safety* or demonstrated equivalent knowledge and skills.

1. Assessment evidence may be collected from a real workplace or a simulated real workplace in which office administration operations are carried out.

1. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer’s specifications.

6. Regulations and legislation relevant to this unit standard include the following:

* Labour Act, No. 11, 2007
* Occupational Health and Safety Regulations, 1997 and all subsequent amendments.

**Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which

meet the accreditation requirements set by the Namibia Qualifications Authority and the

Namibia Training Authority and who comply with the national assessment and

moderation requirements. Details of specific accreditation requirements and the national

assessment arrangements are available from the Namibia Qualifications Authority on

[www.namqa.org](http://www.namqa.org) and the Namibia Training Authority on www.nta.com.na

**Elements and Performance Criteria**

**Element 1: Plan a project**

**Performance Criteria**

1.1 Project objectives, scope, and deliverables are explained in alignment with organisational goals.

1.2 Project plan tasks, timelines, milestones, and resource requirements are outlined.

1.3 Potential risks are identified.

1.4 Risk mitigation strategies are outlined to address potential challenges.

**Element 2: Coordinate resources**

**Performance Criteria**

2.1 Necessary resources (human, financial, and material) for the project are identified.

2.2 Resource management plan is administered to ensure efficient utilization.

2.3 Utilisation of resources is monitored and adjusted when necessary to maintain project progress.

**Element 3: Communicate and manage stakeholders**

**Performance Criteria**

3.1 Communication plan is developed to keep stakeholders informed and engaged

throughout the project lifecycle.

3.2 Regular project meetings are facilitated to discuss progress, address issues, and

update stakeholders.

3.3 Stakeholder expectations are managed and any concerns or conflicts that arise

during the project are addressed.

**Element 4: Monitor and execute project**

**Performance Criteria**

4.1 Project plan is implemented, tasks and activities are coordinated to ensure timely

completion.

4.2 Project management tools are used to track progress, schedules are managed, and

task statuses are updated.

4.3 Project performance are monitored against established metrics and corrective

actions are taken as needed.

**Registration Data**

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| **Subfield:** | Business Services |
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| **Date first registered:** |  |
| **Date this version registered:** |  |
| **Anticipated review:** |  |
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| **Body responsible for review:** | Namibia Training Authority |