**Activity book - Task 5**

**Unit 511 – Managing projects in the organisation**

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**At this point you should have a clear plan and Project Management timeline ready for implementation. This task will allow you to evidence how you are implementing your project/ change.**

**Assessment criteria covered**

**Unit 511 – Managing projects in the organisation**

1.3 Communicate the project plans with appropriate colleagues and stakeholders, gaining agreement where necessary

1.4 Implement the project plan, monitoring progress against agreed targets

**Task 5a: Communicating and gaining agreement**

**1.3 Communicate the project plans with appropriate colleagues and stakeholders, gaining agreement where necessary**

Within the change management plan in task 4, you will have created a ‘communication plan’. This plan is essential so that those directly or indirectly involved in your change understand the context, the reasons for change, the plan and potential impact as well as their roles and responsibilities.

In this section, you will need to collate and annotate evidence to show that you have communicated the messages outlined in your plan to the appropriate people **and** gained agreement. This information can either be copied and pasted into this document or directly uploaded to the e-portfolio labelled ‘511 - 1.3 *insert* *document title*’.

Examples could include screenshots of e-mails, copies of presentations, minutes from briefings/ meetings or bulletins linked to your project. Another option would be to collect a witness testimony from an appropriate colleague.

*N.B This is a document which you can re-visit and add to at a later date if communication regarding the project is ongoing.*

**Evidence 1**

**Explanation of evidence**

**Evidence 2**

**Explanation of evidence**

**Task 5b: Implementation and monitoring of project**

**Unit 511 - 1.4 Implement the project plan, monitoring progress against agreed targets**

Within the change management plan in task 4, you will have created an ‘implementation plan’ to map out what needs to be achieved, what resources and support is required, success criteria and review/ completion dates.

This plan is essential as it allows you as the project manager to ensure that key milestones are being met and progress is being made.

In this section, you will need to

1. Collate and annotate evidence to show implementation against the original plan. This information can either be copied and pasted into this document or directly uploaded to the e-portfolio labelled ‘511 - 1.4 – *insert* *document title’*.
2. Show that you have monitored progress against agreed targets. To do this, you can use the template below or use your own organisational documentation.

**Monitoring progress**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Target/ task being monitored | Status | On target? | What has been achieved so far? | Is there any more work to be done/ changes moving forward? |
|  | *Complete/ ongoing/ not started* | *Yes/ No* |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |