## Workplace Project

#### Develop, implement and evaluate an operational plan for your unit. EEK1, 2 , 3, 4, 5 & CCFO 1 - 7

**Learner needs to provide the following:**

All the required evidence as per the Practical Activity instructions with supporting workplace evidence

Should a Practical Observation be used as part of the assessment process, then the facilitator and/or supervisor needs to have observed the learner performing the required tasks and then complete and sign off the practical observation checklist.

**Assessor**: Complete the Assessment Record and the Final Assessment Recording documents in the Assessor Assessment Feedback Document to record your findings

**The learner would have completed the Practical Activity in his/her workplace, providing evidence required from his/her workplace, as indicated in the following checklist:**

### Project 1

**Provide your organisation’s strategy, mission, vision and values statements**

| **Practical Activity 1** | **Submitted Yes/No** | **Comments** |
| --- | --- | --- |
| 1. Provide your organisation’s strategy, mission, vision and values statements |  |  |

### Project 2

**Provide your organisation’s strategy, mission, vision and values statements**

| **Practical Activity 1** | **Submitted Yes/No** | **Comments** |
| --- | --- | --- |
| 1. Examine the strategic plan of an entity to determine the purpose of a unit in contributing to the achievement of the entity's strategy – provide all the documents that you used to show this |  |  |
| 1. Develop and record operational strategies for achieving the purpose of a unit – provide all the documents that you used to show this |  |  |
| 1. Align the operational strategy of a unit with the overall strategy of an entity – provide all the documents that you used to show this |  |  |
| 1. Follow a systematic process to develop goals, objectives and performance standards that are clear, concise, measurable and achievable – provide all the documents that you used to show this |  |  |
| 1. Involve stakeholders in the formulation of the goals, objectives and performance standards of a unit to obtain their commitment – provide all the documents that you used to show this, e.g. emails, meeting minutes, etc. |  |  |

### Project 3

**Develop an operation plan for a unit**

| **Practical Activity 1** | **Submitted Yes/No** | **Comments** |
| --- | --- | --- |
| 1. Develop the operation plan to transform the goals and objectives into tasks, responsibilities, time frames, performance measures, resource needs and contingencies – provide all the documents that you used to show this |  |  |
| 1. Validate measurable parameters against customer and unit performance requirements – provide all the documents that you used to show this |  |  |
| 1. Describe monitoring systems in the operational plan to enable the measurement of progress and results against the performance standards |  |  |
| 1. Obtain feedback on the operational plan from team members to promote buy-in in the implementation of the plan – provide all the documents that you used to show this, e.g. emails, meeting minutes, etc. |  |  |

### Project 4

**Implement an operational plan**

| **Practical Activity 1** | **Submitted Yes/No** | **Comments** |
| --- | --- | --- |
| 1. Implement the operational plan, with amendments where necessary, to meet the specified goals, objectives and performance standards – provide all the documents that you used to show this |  |  |
| 1. Ensure the optimal use of available resources during implementation to promote cost-effectiveness – provide all the documents that you used to show this |  |  |
| 1. Encourage the use of control measures by first line managers in the areas of their responsibility – provide all the documents that you used to show this, e.g. emails, meeting minutes, etc. |  |  |

### Project 5

**Monitor, measure and evaluate the achievement of goals and objectives**

| **Practical Activity 1** | **Submitted Yes/No** | **Comments** |
| --- | --- | --- |
| 1. Monitor the performance of the unit against the goals, objectives and performance standards in the plan using established monitoring systems – provide all the documents that you used to show this |  |  |
| 1. Conduct performance reviews to measure inputs and outputs of team members against the operational plan – provide all the documents that you used to show this |  |  |
| 1. Implement recommendations on corrective action with the agreement of the responsible first line managers – provide all the documents that you used to show this |  |  |
| 1. Evaluate results in terms of the teams' contribution to the performance of a unit – provide all the documents that you used to show this |  |  |

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| **Moderator Signature** |  | **Date** |  |

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