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| Title | **Assist in managing architectural projects** | | |
| Level | **2** | **Credits** | **4** |

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| Purpose | This Competency Standard identifies the competencies required to manage the Architectural Project at workplace by an architect in accordance with the organization’s approved guidelines and procedures. You will be expected to manage work flow and maintain documentation of architectural projects at workplace. Your underpinning knowledge regarding management of Architectural Project will be sufficient to provide you the basis for your work. |

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| Classification ISCED | 0732 Building and civil engineering |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

| **Unit of Competency** | **Performance Criteria** | **Knowledge** | **Tools & Equipment** |
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| D1. Steps involved in completion of an Architectural Project | You will be able to:  P1. Carry out the steps involved in an architectural project from conception to completion  P2. Complete and fulfil the requirements and implications of individual steps involved  P3. Perform in accordance with the timeline required for each step involved during a project | You will be able to:  K1. Describe the steps involved in an architectural project from conception to completion  K2. Describe the requirements and implications of individual steps involved  K3. Describe the importance of the timeline required for each step involved during a project | * Stationery items * Notebook |
| D1. Manage work flow of an architectural project | You will be able to:  P1. Specify the process of developing an architectural product  P2. Specify timeframe of a particular project as per project requirement  P3. Perform quality control of deliverables as per architectural organization’s policy  P4. Apply health and safety precautions at workplace | You will be able to:  K1. Explain the process of developing an architectural product  K2. highlight the importance of timeframe for different activities in an architectural project  K3. Define quality control for an architectural project regarding   * Printing (size etc) * Hierarchy wise signature * Date/revised date * Sheet number/record number * Scale * Scheme number/project   K5. Describe standard operating procedure (s) of the organization  K6. Describe specific safety precautions and guidelines | Computer, printer, stationary items, PPE |
| D2. Maintain documentation of architectural project | You will be able to:  P1. Manage record for the projects following the organizational instructions  P2. Maintain the following records of architectural project:   * Agreement * Correspondence * Approval * Design data * Delivery data * Revised data | You will be able to:  K1. Describe organizational record keeping procedure:   * Agreement * Correspondence * Approval * Design data * Delivery data * Revised data | Computer, Stationary items, PPE |