

# Portfolio, Programme and Project Support PROF

## Level 4

Uses recommended portfolio, programme and project control solutions for planning, scheduling and tracking. Sets up project files, compiles and distributes reports. Provides administrative services to project boards, project assurance teams and quality review meetings. Provides guidance on project management software, procedures, processes, tools and techniques.

## Level 3

Assists with the compilation of portfolio, programme and project management reports. Maintains programme and project files from supplied actual and forecast data.