



Government Project Management

Youth Apprenticeship

GOVERNMENT PROJECT MANAGEMENT

Government project management youth apprentices gain skills related to project management approaches to support organizational formulation of strategies and execution of projects to achieve strategic goals. Apprentices must adhere to industry safety and security standards.

Length of apprenticeship: One or two years.

OCCUPATIONAL COMPETENCIES

Year one: Government project management youth apprentices must complete a **total of nine year one** competencies. **Eight** must be from the list below. Employers can substitute **one** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Year one competencies are completed with employer guidance.

Year two: Government project management youth apprentices must complete a **total of eight year two** competencies. **Seven** must be from the list below. Employers can substitute **one** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Year two competencies are completed with minimal employer guidance.

Note where necessary, skills can be simulated.

Government Project Management Competencies
<ol style="list-style-type: none">1. Use office tools.2. Manage email.3. Create professional documents.4. Schedule meetings5. Take meeting and project meeting notes.6. Maintain employee and organization confidentiality.7. Use current presentation programs.8. Participate in project initiation.9. Participate in discovery and needs analysis.10. Participate in project requirements collection.11. Support capacity planning and resource availability12. Contribute to internal project communication planning.13. Contribute to external project communication planning.14. Participate in project monitoring.15. Participate in project implementation.16. Participate in project testing.17. Participate in project closure.