



Australian Government

ICTPMG301 Contribute as part of an IT project management team

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to contribute to Information and Communications Technology (ICT) project management teams.

It applies to those who, while working under a level of supervision, utilise a basic level of technical knowledge to plan, carry out and evaluate project work in a small or large office environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and prepare to work in ICT project management team	1.1 Identify and confirm project management methodology required 1.2 Identify and confirm requirements of ICT project and team's responsibilities and roles 1.3 Contribute ideas and information in team planning discussions 1.4 Separate work tasks into individual components 1.5 Plan and prioritise task completion and discuss feedback and review cycles with required personnel
2. Contribute to ICT project	2.1 Perform work tasks according to organisational

ELEMENT	PERFORMANCE CRITERIA
management activities	procedures and task completion plan 2.2 Record work task progression and completion according to organisational procedures and project management tools 2.3 Seek and provide assistance and feedback to ICT project management team members as required
3. Evaluate contributions to ICT project management and finalise work procedures	3.1 Confirm all work tasks have been adequately performed 3.2 Review and assess impact of contributions to ICT project management team and team performance 3.3 Report on contributions and submit to required personnel 3.4 Save, file and store information and dispose of materials according to organisational procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Oral communication	• Uses simple and relevant language to confirm task requirements, present information and obtain feedback • Communicates clearly and respectfully with team members, considering the needs of those from diverse backgrounds and roles
Writing	• Produces materials relevant to specific ICT project management team requirements and work tasks using applicable software
Teamwork	• Selects form, channel and mode of communication for a specific purpose relevant to own role, when communicating with others
Planning and organising	• Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing
Self-management	• Evaluates task completion and the impact of such completion, in line with project management team requirements
Technology	• Identifies the purposes, specific functions and key features of digital systems and tools, and operates them effectively to complete routine project management tasks

Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>