



**Australian Government**

# **ICTPMG501 Manage ICT projects**

**Release: 1**

## ICTPMG501 Manage ICT projects

### Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to manage the initiation, implementation and completion of reasonably complex information and communications technology (ICT) projects incorporating scope, risk control and financial factors.

It applies to individuals who utilise a range of specialised technical and managerial techniques to plan, carry out and evaluate their own work and/or the work of a team.

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. Manage project definition activities	1.1 Confirm organisational project governance policy and processes 1.2 Confirm business problem or opportunity and project objectives 1.3 Develop project charter, including preliminary statement of project scope and obtain sign-off 1.4 Conduct a feasibility study and prepare a business case as necessary
2. Undertake project planning	2.1 Plan information gathering activities to determine project requirements, constraints and risks

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	<p>2.2 Identify project partitioning on the basis of intended system development life cycle and risk</p> <p>2.3 Prepare project work breakdown, schedule and budget</p> <p>2.4 Compile project management plan documents as necessary to communicate the intended management strategy for the project and obtain sign-off</p>
3. Establish the IT project team	<p>3.1 Identify and select team members, and allocate roles and responsibilities, based on project solution requirements</p> <p>3.2 Determine training and support needs of team members</p> <p>3.3 Establish project team values and agreed behavioural standards with team members</p>
4. Manage project execution activities	<p>4.1 Monitor delivery and acceptance of assigned project team work activities and manage individuals</p> <p>4.2 Monitor and control the quality of project deliverables</p> <p>4.3 Monitor and control project scope changes, risks and issues</p> <p>4.4 Manage system testing and hand over activities</p>
5. Coordinate project closure	<p>5.1 Prepare IT support plans and maintenance or support documents</p> <p>5.2 Obtain final project sign-off</p> <p>5.3 Conduct post project review and document lessons learned</p> <p>5.4 Review and update disaster recovery plan</p> <p>5.5 Close project</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1, 1.2, 1.4, 2.2	<ul style="list-style-type: none"> <li>Interprets complex text in order to appropriately address the project requirements</li> </ul>
Writing	1.3, 1.4, 2.3, 2.4, 3.3, 5.1, 5.2, 5.4	<ul style="list-style-type: none"> <li>Prepares complex documents using appropriate language and grammar, and presents ideas, options and recommendations in a logical sequence</li> </ul>

Oral Communication	1.1-1.3, 2.4, 3.2, 3.3, 4.1, 5.2, 5.3	<ul style="list-style-type: none"> <li>Actively listens and contributes to discussions to confirm requirements or discuss solutions to identified problems</li> <li>Conducts presentation to senior management and other team members, and effectively communicates ideas in a logical sequence</li> </ul>
Numeracy	2.3	<ul style="list-style-type: none"> <li>Uses a wide range of mathematical calculations to interpret numerical information and to prepare/reconcile financial data</li> </ul>
Navigate the world of work	2.4, 4.4, 5.2, 5.5	<ul style="list-style-type: none"> <li>Recognises and follows explicit and implicit protocols and meets expectations associated with own role</li> </ul>
Interact with others	3.1, 3.2, 3.3	<ul style="list-style-type: none"> <li>Fosters a collaborative culture within own sphere of influence, facilitating a sense of commitment and cohesion, and highlighting and using the strengths of those involved when establishing the project team</li> <li>Actively builds formal and informal networks to include key people/communities with expert skills and knowledge</li> </ul>
Get the work done	1.1-1.4, 2.1-2.4, 4.1-4.4, 5.3, 5.4	<ul style="list-style-type: none"> <li>Makes a range of decisions in relatively complex situations, taking a range of constraints into account when monitoring the project and system testing</li> <li>Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria when conducting post project reviews</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPMG501 Manage ICT projects	ICAPMG501A Manage IT projects	Updated to meet Standards for Training Packages.  Minor edit to competency title.	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

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