Australian Government

ICTPMG505 Manage ICT projects

Release: 1

ICTPMG505 Manage ICT projects

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 manage the initiation, implementation and completion of reasonably complex Information and Communications Technology (ICT) projects incorporating scope, risk control, cyber security and financial factors.

It applies to those who use a range of specialised technical and managerial techniques to plan, carry out and evaluate their own work and 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage project definition activities	1.1 Confirm organisational project governance policy and processes 1.2 Confirm business problem, opportunity and project objectives according to organisational needs 1.3 Develop project charter, including preliminary statement of project scope and obtain sign-off with required personnel 1.4 Conduct feasibility study and prepare project business case 1.5 Document and submit business case and respond to feedback
2. Undertake project planning	2.1 Plan information gathering activities and determine project requirements, constraints and risks 2.2 Identify project partitioning according to intended system development life cycle and risk

ELEMENT	PERFORMANCE CRITERIA
	2.3 Prepare project work breakdown, schedule and budget
	2.4 Compile project management plan documents, communicate required management strategy for project and obtain sign-off
3. Establish ICT project team	3.1 Identify and select team members, and allocate roles and responsibilities according to project solution requirements
	3.2 Determine training and support needs of team members
	3.3 Establish project team values and agreed behavioural standards with team members
	3.4 Document team members, role allocation, training and support needs and project team values and agreed behavioural standards
	3.5 Submit documentation to required personnel and seek and respond to feedback
4. Manage project execution activities	4.1 Monitor delivery and acceptance of assigned project team work activities and manage individuals according to project requirements
	4.2 Monitor and control quality of project deliverables according to organisational quality control standards
	4.3 Monitor and control project scope changes, risks and issues
	4.4 Manage system testing and hand over activities according to project requirements
5. Coordinate project closure	5.1 Prepare IT support plans, maintenance and support documents
	5.2 Obtain final project sign-off with required personnel
	5.3 Conduct post project review and document outcomes
	5.4 Review and update disaster recovery plan documentation
	5.5 Save and back up project documentation and close project according to task requirements

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
Numeracy	• Uses a wide range of mathematical calculations to interpret numerical information and to prepare and reconcile financial data
Oral communication	• Uses effective verbal techniques to confirm requirements, discuss information and conduct presentation using relevant industry language for intended audience

SKILL	DESCRIPTION
Reading	• Evaluates complex text and addresses project requirements
Writing	• Prepares complex documentation detailing project management plan using required language and grammar in logical sequence to present ideas and recommendations
Teamwork	• Engages in fostering 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 project team • Builds formal and informal networks to include key people and communities with expert skills and knowledge
Self-management	• Makes a range of decisions in relatively complex situations, taking a range of constraints into account when monitoring project and system testing • 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 • Identifies and follows explicit and implicit protocols and meets expectations associated with own role

Unit Mapping Information

Supersedes and is equivalent to ICTPMG501 Manage ICT projects and ICTPMG802 Manage a telecommunications project.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2