ICTPMG506 Prepare network project briefs

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 7.0.

Application

This unit describes the skills and knowledge required to prepare project briefs that outline key characteristics of networking projects, including costing, vendor and technology choices, scheduling and resourcing needs.

The unit applies to those who work under limited supervision and have responsibility to provide guidance and to delegate tasks to others.

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

Unit Sector

Telecommunications – 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. Plan network project brief	1.1 Obtain project details and scope from relevant personnel and arrange for network access in compliance with required security arrangements, legislation, codes, regulations, standards, organisational policies and procedures
	1.2 Assess network conditions according to organisational requirements
	1.3 Obtain and analyse required site survey data and geographical information according to organisational requirements
	1.4 Identify and assess barriers to outline key characteristics of project costs, vendor and technology choices, scheduling and resourcing needs
	1.5 Analyse impact of required legislation, codes, regulations and

	standards on planning the project
2. Develop draft network project brief	2.1 Record project specifications, project costs, vendor and technology choices, scheduling and resourcing needs, according to organisational requirements 2.2 Clarify project brief with relevant personnel 2.3 Present draft project brief to relevant personnel and obtain required approval
3. Assess tenders to be included in network project brief	3.1 Obtain vendor quotes and issue required tenders according to organisational requirements 3.2 Evaluate quotes and tenders against project brief criteria and proposed variations 3.3 Examine project costing estimates and confirm that budget parameters are attained 3.4 Assess whether competitive tenders meet specified organisational timeframes 3.5 Obtain tender approval from relevant personnel according to organisational requirements
4. Develop final network project brief	4.1 Monitor project progress against project brief specifications 4.2 Discuss and propose solutions to project issues with relevant personnel 4.3 Document discussed project solutions and prepare project completion advice according to organisational requirements 4.4 Negotiate and implement contract variations in consideration of proposed project solutions
5. Obtain network project brief sign-off	5.1 Present finalised project brief to relevant personnel 5.2 Complete sign-off 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
Numeracy	• Performs mathematical calculations to analyse labour, costs and quantities, and accurately process costs and estimates
Oral communication	• Clearly articulates information using language suitable for specific audiences and checks for understanding by seeking feedback
Reading	• Identifies required information and extrapolates content to determine project impact, provide recommendations and confirm requirements

PwC's Skills for Australia

Writing	• Generates complex written texts, demonstrating control over a broad range of writing styles and purposes • Demonstrates sophisticated writing skills by selecting required conventions and stylistic devices to express precise meaning
Teamwork	• Selects, implements and seeks to improve protocols governing communications to required personnel in a range of work contexts • Implements strategies for a diverse range of colleagues and clients to build rapport and foster strong relationships
Planning and organising	• Considers legal requirements and organisational requirements in own role • Monitors progress of plans and schedules, and reviews and changes them to meet new demands and priorities
Problem solving	• Responds to problems requiring immediate resolution, drawing on past experiences to focus on the cause of a problem rather than the symptom
Self-management	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness

Unit Mapping Information

Supersedes and is equivalent to ICTPMG503 Prepare a project brief.

Links

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