



**Australian Government**

# **ICTPMG609 Plan and direct complex ICT projects**

**Release: 1**

## ICTPMG609 Plan and direct complex 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 identify, plan, control and finalise complex information and communications technology (ICT) projects.

It applies to individuals who may be required to use high-level business and project management skills to ensure effective and timely delivery of projects.

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. Identify the strategic and operational needs of the ICT project during the planning phase	1.1 Identify the strategic and operational needs of the project during the planning phase 1.2 Identify and consider the project's strategic context and requirements 1.3 Identify and consider the organisation's strategic and business plans, and its output requirements 1.4 Identify and explore client requirements and the impact of legislation and industry codes and standards 1.5 Conduct a risk management analysis and develop and document a risk-management plan
2. Prepare the ICT project plan	2.1 Define and document precise specifications and terms of reference for the project 2.2 Identify and document project budget, specified to a level that can be used for the management of sub-tasks 2.3 Define skills needed for the successful completion of project 2.4 Define, document and secure physical and other resources required to support the project 2.5 Develop and document timelines, schedules and critical path for the project, taking into consideration contingencies and planning for time slippages 2.6 Define and document a consultation strategy or process that will be used to inform clients, contractors and other interested parties of the project's progress, and seek their input as required
3. Assemble the ICT project team and commence work	3.1 Secure and brief appropriate project-team members regarding the project, their roles, levels of delegated responsibility and the outcomes to be achieved 3.2 Implement effective communication processes to coordinate work and inform team members of progress 3.3 Identify and communicate clear reporting processes for team members
4. Manage the IT project	4.1 Monitor project progress according to project plan requirements, using appropriate project management tools and methodologies

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	<p>4.2 Manage team member performance, ensuring that their output is directed to the key performance indicators identified in the project plan</p> <p>4.3 Make corrections, changes and additions to the project plan in light of changing circumstances to ensure project aims and outcomes</p> <p>4.4 Monitor resourcing to support the project and make corrections to reflect changing circumstances</p> <p>4.5 Report overall project progress to senior management or funding bodies as required and in line with the project plan</p>
5. Finalise the IT project	<p>5.1 Finalise the project in line with the project plan</p> <p>5.2 Conduct handover to staff members responsible for the ongoing implementation or maintenance of project products or services efficiently, effectively and in line with organisational procedures</p> <p>5.3 Debrief project team members and relevant stakeholders about the conduct of the project and the outcomes achieved</p> <p>5.4 Prepare a report analysing the strengths and weaknesses of the project plan and the conduct of the project</p>
6. Use the IT project to contribute to improved policies and processes	<p>6.1 Identify and analyse opportunities for wider organisational learning, including changes to processes or policies generated by the project</p> <p>6.2 Forward opportunities for future further developments following project completion for consideration by senior management</p> <p>6.3 Consider the strategic impact of the project and feed into the organisation's ongoing strategic planning processes</p>

## Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1-1.5, 2.1-2.3, 3.3, 4.1, 4.2, 5.1, 5.4, 6.1	<ul style="list-style-type: none"> <li>Interprets and analyses complex textual information to ensure that all requirements are identified, understood, addressed and aligned with the organisational strategic and operational plans</li> </ul>
Writing	1.5, 2.1-2.6, 3.1-3.3, 4.3-4.5, 5.1-5.2, 5.4, 6.2	<ul style="list-style-type: none"> <li>Uses high level of narrative and technical language in developing and presenting ideas and information of a complex nature in a logical and sequential manner, to ensure that these are understood by stakeholders</li> </ul>
Oral Communication	1.1-1.5, 2.1-2.6, 3.1-3.3, 4.1- 4.5, 5.2, 5.3, 6.2	<ul style="list-style-type: none"> <li>Uses appropriate language and style, and effective listening, questioning and summarising skills when presenting complex ideas to all stakeholders to ensure that project requirements are clearly understood</li> </ul>
Numeracy	2.2	<ul style="list-style-type: none"> <li>Uses sound mathematical assumptions and applies equations in developing budgets</li> </ul>
Interact with others	3.1-3.3, 4.2, 5.3	<ul style="list-style-type: none"> <li>Plays a lead role in situations requiring effective collaboration, demonstrating high-level influencing skills, focusing and shaping awareness, and engaging and motivating others, including those who are geographically dispersed</li> </ul>
Get the work done	All	<ul style="list-style-type: none"> <li>Sequences and schedules complex activities, monitors implementation and manages relevant communication</li> <li>Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria</li> <li>May use formal analytical and lateral thinking techniques for identifying issues, generating and evaluating possible solutions</li> <li>Recognises the potential of new approaches to enhance work practices and outcomes</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPMG609 Plan and direct complex ICT projects	ICAPMG609A Plan and direct complex IT projects	Updated to meet Standards for Training Packages.  Minor edit to competency title.	Equivalent unit

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) -

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