



Australian Government

ICTPMG615 Manage ICT project closure

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 decommission or close an Information and Communications Technology (ICT) project in small, medium and large organisations.

The unit applies to project managers who use advanced project-management skills in undertaking a strategic assessment of the status of a project.

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. Evaluate project performance	1.1 Collect project performance metrics according to organisational requirements 1.2 Debrief project team on project performance 1.3 Debrief project stakeholders 1.4 Summarise and document results according to organisational policies and procedures 1.5 Lodge documentation according to organisational requirements
2. Finalise project	2.1 Review project performance and determine if project should be continued, decommissioned or closed 2.2 Assess impact of continuing, decommissioning or closing project

ELEMENT	PERFORMANCE CRITERIA
	2.3 Recommend management action to required governing authority 2.4 Decommission or close project according to requirements
3. Action outstanding activities	3.1 Identify outstanding activities and create and document action plan 3.2 Assign responsibilities to action outstanding activities 3.3 Follow up on outstanding activities and confirm completion 3.4 Obtain final task sign off from required personnel

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	Analyses complex numerical information embedded in performance metrics
Oral communication	Uses applicable language and style for intended audience to present information and facilitate debrief sessions, utilising active listening, questioning and summarising
Reading	Analyses complex textual data to ascertain completion of project components and identify issues and root causes to facilitate formulation of required recommendation
Writing	Prepares required documentation presenting ideas and information utilising technical and relevant industry language to stakeholders
Planning and organising	Operates from a broad conceptual plan, developing the operational detail in stages, regularly reviewing priorities and performance during implementation, and identifying and addressing issues
Problem solving	Uses nuanced understanding of context to recognise anomalies and subtle deviations to normal expectations, focusing attention and remedying problems as they arise
Self-management	- Sequences and schedules complex activities, monitors implementation and manages relevant communication - Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria

Unit Mapping Information

Supersedes and is equivalent to ICTPMG605 Manage ICT project closure.

Links

Companion Volume Implementation Guide is found on VETNet -

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