



Australian Government

Department of Education, Employment and Workplace Relations

ICAPMG603A Manage IT project planning

Release: 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>ICA11 Information and Communications Technology Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan an information technology (IT) project within small, medium or large organisations.

Application of the Unit

Project managers in small, medium or large organisations apply the skills and knowledge in this unit to ensure IT projects are appropriately planned, required deliverables are identified and understood, and appropriate controls are established.

Their job roles combine high-level management, business and technical skills necessary to manage complex technology projects within the information and communications technology (ICT) industry.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

Elements and Performance Criteria

1. Establish project control plans	1.1 Develop the project management plan 1.2 Develop management sub-plans
2. Determine appropriate methodology	2.1 Assess models of project management 2.2 Assess product development or procurement approach 2.3 Select appropriate project management and systems development methodology 2.4 Tailor methodologies to solution requirements
3. Develop project schedule	3.1 Develop project component breakdown 3.2 Estimate project effort and duration 3.3 Create project schedule 3.4 Develop and allocate work packages 3.5 Establish schedule controls
4. Finalise project budget	4.1 Identify areas of anticipated project spend 4.2 Determine dollar amounts and timing of cash flows 4.3 Develop a project budget 4.4 Establish budget controls

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to evaluate and select appropriate methods for delivery which suit the technical and business environment
- initiative and enterprise skills to conceptualise and articulate a logical plan for delivery of project stages and related solution components to meet business expectations
- numeracy skills to identify cost components and determine project cash flows and budget
- planning and organisational skills to:
 - meet project timeframes and produce required deliverables
 - mentor and coach team members and resolve conflict
- technical skills to use project-management tools.

Required knowledge

- current and emerging industry practice in relation to:
 - estimation techniques and methods
 - planning techniques and methods
 - project management methodologies
 - system development methodologies
- awareness of impact of business needs on project management, including implications for project control and expected returns on business investment.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • develop project management plan • select appropriate methodology • develop project schedule • develop a project budget • establish budgetary controls.
Context of and specific resources for assessment	Assessment must ensure access to: • appropriate learning and assessment support when required • modified equipment for people with special needs • real or appropriate simulated organisation with a desire to implement an IT project to address an identified problem, opportunity or unfulfilled legislative need • specialist diagramming software or equivalent • specialist project-scheduling software or equivalent.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct observation of the candidate carrying out project work • verbal or written questioning to assess required knowledge and skills • review of reports and implementation plans • review of a portfolio of the project work undertaken. Note: The preferred assessment method is through a workplace project or through a simulated medium to large enterprise workplace.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking

	background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.
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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Management sub-plans</i> may include:	• communications • human resource • organisational change • project implementation procurement quality • risk • scope • change control.
<i>Models of project management</i> refer to:	• project methods and approaches: • agile • green PM • PRINCE2 • traditional.
<i>Component breakdown</i> may include:	• feature • product • sprint • work.
<i>Project schedule</i> may include:	• allocated resources and their respective responsibilities • bar charts • Gantt charts • tables or matrices: • activities or products required to be delivered as part of the project • milestones • anticipated timeframes and dependencies between these elements.

Unit Sector(s)

IT project management