



Australian Government

ICPDMT582 Manage multimedia projects

Release: 1

ICPDMT582 Manage multimedia projects

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage multimedia projects including research, client liaison, and budgetary and milestone considerations.

It applies to individuals who supervise others and have responsibility for a range of resources and outcomes.

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

Unit Sector

Digital media technologies

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 Develop project plan	1.1 Elements of project plan are identified according to principles of project management 1.2 Planning tools are identified for project 1.3 Time and budget factors are identified and incorporated into plan
2 Manage resources and time	2.1 Hardware resources relevant to specific multimedia tasks are identified, evaluated and incorporated to achieve required outcome 2.2 Time management is integrated into project planning and monitoring 2.3 Human resources are incorporated and supported within project framework to achieve required outcome 2.4 Teamwork elements are identified and developed to achieve

ELEMENT	PERFORMANCE CRITERIA
	required outcome
3 Identify legal issues	3.1 Copyright principles and conventions relevant to digital data are identified and legal precedents noted 3.2 Copyright issues relating to multimedia authoring, digital imaging and digital sound are explained and strategies are devised to account for relevant contingencies 3.3 Copyright ownership of multimedia authoring, digital imaging and digital sound is established prior to commencing brief 3.4 Applications of law with reference to multimedia product warranties, software licences, consultants, sponsors and distribution are determined appropriate for job to be undertaken and relevant to industry sector
4 Manage research	4.1 Files, documents, images and footage relevant to project requirements are sourced and their functions documented and sequenced 4.2 Liaison with clients is undertaken, records of interviews kept and specifications monitored within management of project to achieve required outcomes 4.3 Files, documents, images and footage relevant to specific projects are filed for future reference with regard for client confidentiality
5 Determine and manage multimedia budgets	5.1 Estimation models of costs are identified and applied to range of multimedia products 5.2 Budget plans are established and checked against estimations to deliver accurate costings 5.3 Tendering processes and costs are determined and implemented to deliver required outcome within designated timeframes and available budgets 5.4 Project costs are determined, documented and monitored continuously to comply with business commitments and legal obligations 5.5 Business transactions are undertaken ethically and according to law 5.6 Multimedia project budget estimates and expenditure are contrasted and documented to assist in future business dealings
6 Manage project outcomes	6.1 Multimedia inputs are combined to form definitive master 6.2 Master product is duplicated and distributed according to client

ELEMENT	PERFORMANCE CRITERIA
	specifications 6.3 Project outcomes are refined to meet quality standards

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, 3.1-3.4, 4.1, 5.3, 5.5, 6.3	Interprets and compares complex information from a range of sources and extracts content relevant to purpose
Writing	1.1-1.3, 3.1, 4.2, 5.4, 5.6, 6.3	- Prepares required documentation for planning and monitoring projects using appropriate language and structure - Records accurate notes from discussions with clients for future reference
Oral Communication	3.2, 4.2	- Clearly explains requirements using language and technical references suitable to the audience - Uses listening and questioning techniques to confirm understanding
Numeracy	1.3, 2.2, 5.1-5.4, 5.6	- Uses mathematical skills to determine project budget and timelines for completion - Calculates costs including comparing and contrasting estimates
Navigate the world of work	3.1-3.4, 5.4, 5.5	Establishes and adheres to organisational, legal and regulatory obligations and responsibilities and passes on relevant requirement to others
Interact with others	3.2, 4.2, 6.2	Identifies the requirements of important communication exchanges, selecting appropriate communication methods and protocols to suit the purpose and audience
Get the work done	1.1-1.3, 2.1-2.4, 3.2, 4.1-4.3, 5.1-5.4, 6.1-6.3	- Sequences and schedules complex activities, monitors implementation and manages relevant communication - Takes responsibility for planning, organising and implementing processes and systems to manage, monitor and protect project related information - Anticipates potential problems and has contingency plans ready for implementation

		• Uses features of digital systems and tools to manage multimedia products
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPDMT582 Manage multimedia projects	ICPMM582C Manage multimedia projects	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

Assessment Requirements for ICPDMT582 Manage multimedia projects

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Performance Evidence

Evidence of the ability to:

- manage TWO separate multimedia projects from start-up to completion and produce a portfolio that demonstrates:
 - use of suitable tools to develop a project plan, monitor progress and deliver the project outcomes
 - how time and budget factors were managed
 - how legal requirements were identified and managed
 - how content was sourced and managed to ensure confidentiality and compliance with regulatory requirements
 - how resource requirements were identified, accessed and managed
 - how effective liaison with clients and the team was established and maintained.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list and describe typical elements of a multimedia project plan
- explain how time and budget factors are taken into account when planning and implementing a project
- identify resource requirements for a multimedia project and describe the role of each resource including:
 - hardware
 - software
 - human resources
- identify appropriate methods for sourcing and storing content
- explain methods for creating, duplicating and distributing a multimedia master

- list and describe legal or ethical considerations relevant to multimedia development including:
 - copyright issues relating to multimedia authoring and use of digital data, images and sound
 - product warranties
 - software licences
 - use of consultants or sponsors
 - distribution
- explain which estimation models might be used in multimedia production
- explain what is involved with tendering processes.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the digital media technologies field of work and include access to:

- resources, equipment and materials for managing a multimedia project
- relevant legislation, regulations, standards and codes
- relevant workplace documentation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

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