



Australian Government

Department of Education, Employment and Workplace Relations

ICPMM582C Manage multimedia projects

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to manage multimedia projects.
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Application of the Unit

Application of the unit	This unit covers the management of multimedia projects.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop a project plan	1.1. The elements of the project plan are identified according to the principles of project management 1.2. Planning tools are identified for application to the project 1.3. Time and budget factors are identified and incorporated into the plan
2. Manage resources and time	2.1. Hardware resources relevant to specific multimedia tasks are identified, evaluated and incorporated to achieve the required outcome 2.2. Time management is integrated into project planning and monitoring 2.3. Human resources are incorporated and supported within the project framework to achieve the required outcome 2.4. Teamwork elements are identified and developed to achieve the required outcome
3. Identify legal issues	3.1. Copyright principles and conventions relevant to digital data are identified and legal precedents noted 3.2. The 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 a brief and relevant documentation verified 3.4. Applications of law with reference to multimedia product warranties, software licences, consultants, sponsors and distribution are determined appropriate for the job to be undertaken and relevant to the 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 the management of the project to achieve the required outcomes 4.3. Files, documents, images and footage relevant to specific projects are filed for future reference with regard for client confidentiality

ELEMENT	PERFORMANCE CRITERIA
5. Determine and manage multimedia budgets	5.1. Estimation models of costs are identified and applied to a 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 the required outcome within designated time frames and costs 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 a definitive master 6.2. The master product is duplicated and distributed according to client specifications 6.3. The project outcomes are refined to meet quality standards

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by explaining copyright issues
- collecting, analysing and organising information by identifying legal issues
- planning and organising activities by developing a project plan
- teamwork when liaising with clients and identifying teamwork elements
- mathematical ideas and techniques by determining a budget
- problem-solving skills by ensuring projects meet client specifications
- use of technology by working on multimedia projects

Required knowledge

- developing a project plan
- elements that need to be included in a multimedia project plan
- how time and budget factors are incorporated into a project plan
- managing resources and time
- hardware resources relevant to specific multimedia tasks
- how time management is integrated into project planning and monitoring
- how human resources are incorporated and supported within the project framework
- teamwork elements to be implemented in a project plan
- managing research
- how files, documents, images and footage are relevant to project requirements sourced
- steps that are necessary to ensure good liaison with clients
- managing project outcomes
- how the multimedia master is created
- how the master is duplicated and distributed
- legal issues that apply to multimedia production
- copyright principles and conventions relevant to digital data
- copyright issues relating to multimedia authoring, digital imaging and digital sound
- copyright of multimedia authoring, digital imaging and digital sound
- laws applying to multimedia product warranties, software licences, consultants, sponsors and distribution
- multimedia budgets
- estimation models used in multimedia production
- budget plans
- tendering processes

REQUIRED SKILLS AND KNOWLEDGE

- project costing

Evidence Guide

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 following is essential:

- manage a multimedia project including establishing, monitoring and evaluating a production cycle and using attributes of specific multimedia interactivity
- demonstrate an ability to find and use information relevant to the task from a variety of information sources
- produce a portfolio that demonstrates multimedia project management including establishing, monitoring and evaluating a production cycle and using attributes of specific multimedia interactivity over TWO different completed projects. The portfolio should include material that covers planning tools, time and budget factors, resource management, time management, human resources, teamwork, research management and a multimedia master
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

Method of assessment

The following assessment method is appropriate for this unit:

- direct questioning/observation combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

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.

Types of systems may include:

- multimedia systems used in the pre-press sector and associated sectors with which a pre-press organisation may be required to work.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Multimedia
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Co-requisite units

Co-requisite units		