



Australian Government

ICTICT529 Organise and lead agile projects

Release: 1

ICTICT529 Organise and lead agile projects

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 lead and organise an agile team of Information and Communications Technology (ICT) and other industry professionals to deliver a project within an agile project management framework.

The unit applies to those in ‘scrum master’ roles and those responsible for leading team members within an agile project. This includes working as project leads within software, web, application and game development environments, without the function of client negotiation or overall business management of the project.

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

Unit Sector

General ICT

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. Establish agile project and team	1.1 Identify and confirm project requirements, outcomes and client expectations with required personnel 1.2 Confirm agile project management methodology and timelines according to project requirements 1.3 Consolidate and confirm prioritisation of tasks according to project timelines 1.4 Confirm project scope, budget and key dates with required personnel 1.5 Negotiate and facilitate team members choosing roles and responsibilities with required personnel

ELEMENT	PERFORMANCE CRITERIA
2. Coordinate effective team communication	2.1 Discuss, confirm and implement ways and forms of communicating through tools and meetings with required personnel 2.2 Facilitate and manage agile meeting and encourage others to share feedback and progress 2.3 Check alignment of tasks, progress and timelines match communication and meeting agendas 2.4 Manage work progress and update communication tools according to project progress
3. Prioritise and manage backlog	3.1 Identify and prioritise work backlog according to client requirements 3.2 Determine increment timelines and stages of incremental delivery according to project requirements 3.3 Select range of backlog items to work on in first sprint 3.4 Communicate and coach team to self-select backlog streams and confirm with required personnel 3.5 Manage project work and track progress against project requirements 3.6 Coach and seek feedback from team members 3.7 Raise and action feedback outcomes according to project requirements and personnel feedback 3.8 Re-prioritise deliverables and backlog for next sprint according to client requirements
4. Finalise agile project	4.1 Collate project deliverables and prepare to present to client according to project requirements 4.2 Review and discuss project outcomes, agile effectiveness and team performance with required personnel 4.3 Lead agile project debrief and document outcomes and lessons learnt

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	Uses a wide range of mathematical calculations to interpret numerical information and to prepare/reconcile financial data
Oral	Actively listens and contributes to discussions to confirm requirements

SKILL	DESCRIPTION
communication	- and discusses solutions to identified problems • Applies coaching techniques to encourage and support team members to achieve potential in team environment
Reading	• Interprets complex text in order to address the project requirements
Writing	• Prepares complex documents using required language and grammar to present ideas, options and recommendations in a logical sequence
Teamwork	• Fosters a collaborative culture within own sphere of influence, facilitating a sense of commitment and cohesion, and highlighting and using the strengths of those involved when establishing the project team • Actively builds formal and informal networks to include key people/communities with expert skills and knowledge
Problem solving	• Makes a range of decisions in relatively complex situations, taking a range of constraints into account when monitoring the project and system testing • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering required information, and identifying and evaluating options against agreed criteria when conducting post project reviews
Self-management	• Recognises and follows explicit and implicit protocols and meets expectations associated with own role and business deadlines

Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for ICTICT529 Organise and lead agile projects

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- plan, lead and evaluate at least three project sprints comprised of different project work tasks within an agile project framework.

In the course of the above, the candidate must:

- use at least one project management tool for effective team communication
- use at least two different agile methodologies for communicating with team members.
- coach team members and facilitate agile team culture and mindset
- discuss and agree on frequency of team communication, feedback and project progress
- apply agile principles and allow team to self-govern.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- agile principles, mindsets and behaviours
- agile methodologies, including:
 - project management
 - team member roles and responsibilities
 - characteristics of increments, increment timelines and stages of increment delivery
 - project work tools and platforms
 - communication tools and platforms
 - agile meetings, including huddles and scrums
 - KANBAN board tools
 - project debrief methodologies
 - work task prioritisation requirements and contingencies

- version control and progress tracking
- ICT hardware and project management software applicable to organising and managing agile projects
- communication techniques and practices required to coach others and lead meetings.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- equipment, hardware and industry software packages required for agile project work
- a range of simulated work tasks and project within agile project management teams
- project requirements and agile project team
- the internet and connectivity
- required online agile project management and communication tools.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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