



Australian Government

ICTPMG503 Prepare a project brief

Release: 1

ICTPMG503 Prepare a project brief

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to prepare a brief for realising a telecommunications project, including costing, vendor and technology choices, scheduling and resourcing.

It applies to individuals who may work under limited supervision and have responsibility to provide guidance or to delegate aspects of tasks to others.

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

Unit Sector

Telecommunications – project management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan project brief	1.1 Contact client to obtain project details and approved network plan 1.2 Assess current network conditions 1.3 Analyse site survey data and geographical information to initiate studies if required 1.4 Assess barriers to plan realisation 1.5 Analyse impact of relevant legislation, codes, regulations and standards on planning processes

2. Develop preliminary project brief	2.1 Develop project specifications, including new technology, according to client requirements 2.2 Draft sketch plan according to enterprise practice for area in question 2.3 Clarify project brief with client as required 2.4 Present final report with option for approval before proceeding with project brief
3. Assess tenders	3.1 Follow process for seeking quotes or issuing tenders for completion of project 3.2 Assess quotes or tenders against project criteria and any proposed variations 3.3 Examine detailed project costing estimates to ensure that budget parameters are attained 3.4 Assess competitive tenders with consideration to meet specified timeframes 3.5 Obtain tender approval from client
4. Monitor contract progress and completion	4.1 Monitor contract activity with progress against specifications 4.2 Establish and maintain regular liaison with project manager and site supervisor 4.3 Discuss contract problems or difficulties with project manager and contractor as required 4.4 Negotiate and implement contract variations 4.5 Prepare project completion advice in conjunction with project manager, installation manager and operational staff 4.6 Undertake quality audit of project and submit any recommendations for improvement according to enterprise procedures 4.7 Prepare final report on project outcomes and achievement 4.8 Present report to client and obtain sign off

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
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Reading	1.2, 1.4, 1.5, 3.2-3.4, 4.1, 4.6	• Draws on a broad range of strategies to build and maintain understanding throughout complex texts • Identifies relevant information and extrapolates content to determine project impact, provide recommendations and confirm requirements
Writing	1.1, 2.1-2.4, 3.1, 3.5, 4.2-4.7	• Generates complex written texts, demonstrating control over a broad range of writing styles and purposes • Demonstrates sophisticated writing skills by selecting appropriate conventions and stylistic devices to express precise meaning
Oral Communication	1.1, 2.3, 2.4, 3.5, 4.2-4.6	• Clearly articulates information using relevant language suitable for specific audiences and checks for understanding • Participates in a verbal exchange of ideas and solutions and uses detailed and clear language to clarify and present information according to requirements and audience
Numeracy	1.3, 2.1, 2.2, 3.2-3.4, 4.1, 4.6	• Uses highly developed numeracy skills to interpret complex financial information and perform difficult calculations • Performs mathematical calculations to analyse labour, costs and quantities, and accurately process costs and estimates
Navigate the world of work	1.5, 3.1, 4.6	• Considers legal requirements and organisational policies and procedures relevant to own role
Interact with others	2.4, 4.8	• Selects, implements and seeks to improve protocols governing communications to clients and co-workers in a range of work contexts • Implements strategies for a diverse range of colleagues and clients to build rapport and foster strong relationships
Get the work done	1.2-1.4, 2.1, 3.2, 3.4, 4.1, 4.6	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness • Develops plans to manage relatively complex, non-routine tasks • Responds intuitively to problems requiring immediate resolution, drawing on past experiences to focus on the cause of a problem rather than the symptom • Monitors progress of plans and schedules, and reviews and changes them to meet new demands

		and priorities
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPMG503 Prepare a project brief	ICTPMG5031A Prepare a project brief	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=a53af4e4-b400-484e-b778-71c9e9d6aff2>