



**Australian Government**

# **ICTPMG504 Prepare project specifications**

**Release: 1**

## ICTPMG504 Prepare project specifications

### 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 develop specifications for a telecommunications project, including switching, transmission and radio networks, and the various transmission paths including cable, optical fibre, radio, microwave and satellite.

It applies to individuals who have a high level of specialist technical skills and knowledge in telecommunications and IT networks using internet protocol (IP) systems and who may supervise 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. Prepare for project estimate                 | 1.1 Analyse project design obtained from appropriate personnel to determine project requirements according to project plan<br>1.2 Verify project requirements with clients and project team<br>1.3 Ascertain impact of time restraints on estimate<br>1.4 Analyse impact of relevant legislation, codes, regulations and standards on planning processes<br>1.5 Establish availability of all appropriate data and documentation to |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | allow for completion of work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2. Estimate resource requirements | <p>2.1 Conduct site inspection to verify design details and project context</p> <p>2.2 Produce estimate of type, quantity and schedule of resources required for project from project plans</p> <p>2.3 Prioritise sequence of work appropriate to enterprise needs</p> <p>2.4 Calculate contractor and employee labour hours required according to project requirements, industrial awards and enterprise policies</p> <p>2.5 Record estimates of materials, equipment and labour hours according to enterprise guidelines</p> |
| 3. Calculate costing details      | <p>3.1 Estimate amount and type of resources required for successful completion of project, including risk management and contingencies</p> <p>3.2 Calculate costs for resources from current information, following standard costing procedures</p> <p>3.3 Produce detailed record of all required resources and costing details for project specifications</p>                                                                                                                                                               |
| 4. Prepare detailed project plan  | <p>4.1 Prepare detailed plan, including specifications for materials, equipment, resources, locations and network routes</p> <p>4.2 Forward plan and specifications to appropriate personnel for project implementation</p>                                                                                                                                                                                                                                                                                                    |

## 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, 1.4                     | <ul style="list-style-type: none"> <li>Analyses and interprets text in a variety of forms to determine key information and design requirements</li> </ul>                                                                                                     |
| Writing            | 1.2, 1.5, 2.5, 3.2, 3.3, 4.1 | <ul style="list-style-type: none"> <li>Records and presents information according to enterprise requirements</li> <li>Develops accurate technical documents and diagrams using language and structure appropriate to the audience and requirements</li> </ul> |
| Oral Communication | 1.2, 1.5, 2.1                | <ul style="list-style-type: none"> <li>Conveys information using language suitable for specific audiences</li> <li>Uses listening and questioning skills to clarify understanding</li> </ul>                                                                  |

|                            |                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Numeracy                   | 1.3, 2.2-2.5, 3.1-3.3       | <ul style="list-style-type: none"> <li>Performs mathematical calculations to analyse labour, costs and quantities to accurately process costs and estimates</li> <li>Applies financial modelling skills to identify, analyse and evaluate budgetary information, time durations and human resource allocations</li> </ul>                                                                                                                                                                   |
| Navigate the world of work | 1.4, 2.4, 2.5               | <ul style="list-style-type: none"> <li>Considers legal requirements and organisational policies and procedures when planning and implementing a project</li> </ul>                                                                                                                                                                                                                                                                                                                          |
| Interact with others       | 2.4, 4.2                    | <ul style="list-style-type: none"> <li>Selects the appropriate form, channel and mode of communication for a specific purpose</li> </ul>                                                                                                                                                                                                                                                                                                                                                    |
| Get the work done          | 1.1, 1.3, 1.5, 2.1-2.4, 3.1 | <ul style="list-style-type: none"> <li>Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness</li> <li>Responds intuitively to problems requiring immediate resolution, drawing on past experiences to focus on the cause of a problem rather than the symptom</li> <li>Uses problem solving skills to analyse and evaluate effective solutions</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version           | Code and title<br>previous version            | Comments                                        | Equivalence status |
|---------------------------------------------|-----------------------------------------------|-------------------------------------------------|--------------------|
| ICTPMG504<br>Prepare project specifications | ICTPMG5039A<br>Prepare project specifications | 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>