



Australian Government

ICTPMG505 Manage ICT projects

Release: 1

ICTPMG505 Manage ICT 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 manage the initiation, implementation and completion of reasonably complex Information and Communications Technology (ICT) projects incorporating scope, risk control, cyber security and financial factors.

It applies to those who use a range of specialised technical and managerial techniques to plan, carry out and evaluate their own work and the work of a team.

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

Unit Sector

Project management

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. Manage project definition activities	1.1 Confirm organisational project governance policy and processes 1.2 Confirm business problem, opportunity and project objectives according to organisational needs 1.3 Develop project charter, including preliminary statement of project scope and obtain sign-off with required personnel 1.4 Conduct feasibility study and prepare project business case 1.5 Document and submit business case and respond to feedback
2. Undertake project planning	2.1 Plan information gathering activities and determine project requirements, constraints and risks 2.2 Identify project partitioning according to intended system development life cycle and risk

ELEMENT	PERFORMANCE CRITERIA
	2.3 Prepare project work breakdown, schedule and budget 2.4 Compile project management plan documents, communicate required management strategy for project and obtain sign-off
3. Establish ICT project team	3.1 Identify and select team members, and allocate roles and responsibilities according to project solution requirements 3.2 Determine training and support needs of team members 3.3 Establish project team values and agreed behavioural standards with team members 3.4 Document team members, role allocation, training and support needs and project team values and agreed behavioural standards 3.5 Submit documentation to required personnel and seek and respond to feedback
4. Manage project execution activities	4.1 Monitor delivery and acceptance of assigned project team work activities and manage individuals according to project requirements 4.2 Monitor and control quality of project deliverables according to organisational quality control standards 4.3 Monitor and control project scope changes, risks and issues 4.4 Manage system testing and hand over activities according to project requirements
5. Coordinate project closure	5.1 Prepare IT support plans, maintenance and support documents 5.2 Obtain final project sign-off with required personnel 5.3 Conduct post project review and document outcomes 5.4 Review and update disaster recovery plan documentation 5.5 Save and back up project documentation and close project according to task requirements

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 and reconcile financial data
Oral communication	Uses effective verbal techniques to confirm requirements, discuss information and conduct presentation using relevant industry language for intended audience

SKILL	DESCRIPTION
Reading	Evaluates complex text and addresses project requirements
Writing	Prepares complex documentation detailing project management plan using required language and grammar in logical sequence to present ideas and recommendations
Teamwork	- Engages in fostering 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 project team - Builds formal and informal networks to include key people and communities with expert skills and knowledge
Self-management	- Makes a range of decisions in relatively complex situations, taking a range of constraints into account when monitoring project and system testing - Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria when conducting post project reviews - Identifies and follows explicit and implicit protocols and meets expectations associated with own role

Unit Mapping Information

Supersedes and is equivalent to ICTPMG501 Manage ICT projects and ICTPMG802 Manage a telecommunications project.

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 ICTPMG505 Manage ICT 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:

- scope and manage activities of a complex Information and Communications Technology (ICT) project, including:
 - preparing the project plan
 - determining project team and duties
 - executing the project
 - confirming requirements have been met
 - closing the project.

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:

- key characteristics of leaders and technical teams relating to managing ICT project teams
- consultation and communication techniques and strategies relating to obtaining required ICT project information
- requirements and process for conducting a feasibility study
- process for preparing a business case
- process of establishing technical teams and determine stages of team development
- estimation and cost-analysis techniques
- methods of communication and communication styles, including interviewing techniques
- organisational values, policies and processes for project management
- performance management and project team appraisal methods
- processes for monitoring team and own performance
- project cash flow and budgeting processes
- project-management methods and tools relevant to managing ICT projects
- systems analysis and modelling techniques

- team roles and delegation in a multi-project methodology context relevant to managing ICT projects
- key features of technology solution models and frameworks.

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:

- office equipment, materials and industry software packages
- project outline and objectives brief
- equipment specifications.

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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