



Australian Government

ICTPMG506 Prepare network project briefs

Release: 1

ICTPMG506 Prepare network project briefs

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to prepare project briefs that outline key characteristics of networking projects, including costing, vendor and technology choices, scheduling and resourcing needs.

The unit applies to those who work under limited supervision and have responsibility to provide guidance and to delegate 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

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. Plan network project brief	1.1 Obtain project details and scope from relevant personnel and arrange for network access in compliance with required security arrangements, legislation, codes, regulations, standards, organisational policies and procedures 1.2 Assess network conditions according to organisational requirements 1.3 Obtain and analyse required site survey data and geographical information according to organisational requirements 1.4 Identify and assess barriers to outline key characteristics of project costs, vendor and technology choices, scheduling and resourcing needs 1.5 Analyse impact of required legislation, codes, regulations and

	standards on planning the project
2. Develop draft network project brief	2.1 Record project specifications, project costs, vendor and technology choices, scheduling and resourcing needs, according to organisational requirements 2.2 Clarify project brief with relevant personnel 2.3 Present draft project brief to relevant personnel and obtain required approval
3. Assess tenders to be included in network project brief	3.1 Obtain vendor quotes and issue required tenders according to organisational requirements 3.2 Evaluate quotes and tenders against project brief criteria and proposed variations 3.3 Examine project costing estimates and confirm that budget parameters are attained 3.4 Assess whether competitive tenders meet specified organisational timeframes 3.5 Obtain tender approval from relevant personnel according to organisational requirements
4. Develop final network project brief	4.1 Monitor project progress against project brief specifications 4.2 Discuss and propose solutions to project issues with relevant personnel 4.3 Document discussed project solutions and prepare project completion advice according to organisational requirements 4.4 Negotiate and implement contract variations in consideration of proposed project solutions
5. Obtain network project brief sign-off	5.1 Present finalised project brief to relevant personnel 5.2 Complete sign-off procedures

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	Performs mathematical calculations to analyse labour, costs and quantities, and accurately process costs and estimates
Oral communication	Clearly articulates information using language suitable for specific audiences and checks for understanding by seeking feedback
Reading	Identifies required information and extrapolates content to determine project impact, provide recommendations and confirm requirements

Writing	• Generates complex written texts, demonstrating control over a broad range of writing styles and purposes • Demonstrates sophisticated writing skills by selecting required conventions and stylistic devices to express precise meaning
Teamwork	• Selects, implements and seeks to improve protocols governing communications to required personnel in a range of work contexts • Implements strategies for a diverse range of colleagues and clients to build rapport and foster strong relationships
Planning and organising	• Considers legal requirements and organisational requirements in own role • Monitors progress of plans and schedules, and reviews and changes them to meet new demands and priorities
Problem solving	• Responds to problems requiring immediate resolution, drawing on past experiences to focus on the cause of a problem rather than the symptom
Self-management	• Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness

Unit Mapping Information

Supersedes and is equivalent to ICTPMG503 Prepare a project brief.

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 ICTPMG506 Prepare network project briefs

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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:

- develop at least two network project briefs.

In the course of the above, the candidate must:

- analyse and document project specifications, including project costs, vendor and technology choices, and scheduling and resourcing needs
- consider and apply required legislative and environmental conditions
- assess tenders and vendors against network project brief requirements
- monitor progress of network 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:

- characteristics of optimal network conditions
- functions and features of:
 - survey data and geographical information
 - network project briefs
 - network and transmission equipment
 - network topologies, interface and interconnect solutions
 - warranty information and contractor work guarantee
- techniques to assess barriers against outlining project costs, vendor and technology choices, scheduling and resourcing needs
- organisational policies and procedures to obtain vendor quotes, approval and issue tenders
- principles and techniques of:
 - evaluating quotes and tenders against project brief criteria

- examining project costing estimates
- monitoring budget parameters
- assessing competitive tenders
- key aspects of common client network applications and related equipment
- advantages and disadvantages of leasing and purchase options
- legislation, codes, regulations and standards, workplace health and safety (WHS), organisational requirements and environmental impacts on scoped work, including options for green information and communications technology (ICT) installations
- common faults in equipment and related connection and transmission media.

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:

- sites on which projects are conducted
- required databases, legislative requirements and other site and project related documentation.

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

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