



Australian Government

ICTPMG601 Establish ICT project governance

Release: 1

ICTPMG601 Establish ICT project governance

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to establish an information and communications technology (ICT) project, with a governance framework within small, medium or large organisations.

It applies to individuals who may be required to use advanced project management skills in developing logical and sustainable IT project plans using organisational/established benchmarks and ethical practices.

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. Establish project governance framework	1.1 Assess current project methodology and determine state of project management maturity 1.2 Determine governance framework 1.3 Appoint project governance team 1.4 Establish project governance reporting processes
2. Establish project governance roles and responsibilities	2.1 Agree with project sponsor on responsibilities 2.2 Delegate steering committee or project board responsibilities

ELEMENT	PERFORMANCE CRITERIA
	2.3 Confirm project manager responsibilities
3. Establish IT project stakeholder expectations	3.1 Educate stakeholders on characteristics of ICT projects 3.2 Develop and maintain project relationships 3.3 Negotiate successful project outcomes

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, 1.2	Interprets and analyses complex text in order to ascertain requirements
Writing	1.4, 2.3	Develops documents that present ideas and directives in an acceptable sequence and in a precise manner
Oral Communication	1.1-1.3, 2.1-2.3, 3.1-3.3	- Determines requirements through active listening, use of open ended questioning and paraphrasing - Uses appropriate language and style to present complex or technical information and ideas appropriate to the audience - Facilitates successful discussions by comparing and building on ideas of others and ensuring a win-win outcome
Navigate the world of work	1.3, 1.4, 2.1-2.3	Recognises and follows explicit and implicit protocols when establishing reporting processes, appointing team and establishing roles and responsibilities
Interact with others	2.2, 2.3, 3.2, 3.3	- Demonstrates understanding of what to communicate, with whom and how, when developing and maintaining project relationships, negotiating outcomes and educating stakeholders - Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Get the work done	All	Uses a combination of formal, logical planning processes and an increasingly intuitive understanding of context to identify relevant information and risks,

		and identify and evaluate alternative strategies and resources • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPMG601 Establish ICT project governance	ICAPMG601A Establish IT project governance	Updated to meet Standards for Training Packages. Minor edit to competency title.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for ICTPMG601 Establish ICT project governance

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Performance Evidence

Evidence of the ability to:

- assess the project environment
- establish or implement an information and communications technology (ICT) project management governance framework
- negotiate with stakeholders to agree achievable project objectives.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the organisation's industry
- outline the organisation's current information systems and processes
- explain organisational policies and procedures, including:
 - project management and procurement policies
 - environment
 - duty of care
 - contract
 - company
 - freedom of information
 - industrial relations
 - privacy and confidentiality
 - due diligence
 - records management
- explain project governance approaches and methods
- outline relevant legislation and regulations that impact on project governance.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the ICT project management field of work, and include access to office equipment, materials and industry software packages.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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