



Australian Government

ICTPMG602 Manage ICT project initiation

Release: 1

ICTPMG602 Manage ICT project initiation

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 initiate an information and communications technology (ICT) project within small, medium or large organisations.

It applies to individuals who may be required to apply project management skills to establish the necessary foundation to facilitate successful delivery of agreed project outcomes.

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. Define project	1.1 Define business problems and initial scope 1.2 Identify key stakeholders and analyse stakeholder needs 1.3 Define project constraints
2. Develop project business case and feasibility	2.1 Identify project objectives and benefits 2.2 Identify and select feasible ICT solutions 2.3 Develop and present the business case or feasibility study 2.4 Obtain appropriate sign-off
3. Select project approach	3.1 Identify project core technology areas 3.2 Identify solution approach requirements

ELEMENT	PERFORMANCE CRITERIA
	3.3 Negotiate project outcomes
4. Establish the ICT project team	4.1 Identify and select team members 4.2 Establish team member roles and responsibilities 4.3 Develop a cohesive technical team 4.4 Train and support team members

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	1.2, 2.1, 2.2, 3.1, 3.2	Interprets and analyses complex textual data to ascertain requirements
Writing	1.1, 1.3, 2.3	Prepares a well-structured and cohesive document presenting alternative views, evidence and recommendations utilising technical language and correct spelling and grammar
Oral Communication	1.1-1.3, 2.3, 2.4, 3.3, 4.4	- 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
Numeracy	2.3	Tests the viability of data by completing estimates and cost comparisons using relevant mathematical calculations
Navigate the world of work	2.4	Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	4.1-4.4	- Invests time and energy in building rapport with others as an integral part of all work based interactions - Plays a lead role in situations requiring effective collaboration, demonstrating high level influencing

		skills, focusing and shaping awareness, and engaging and motivating others • Shares knowledge, experience information and resources with others as an integral part of work relationships • Seeks to establish a climate in which it is possible to clarify and share the real needs and issues
Get the work done	1.1-1.3, 2.2, 3.1-3.3	• Sequences and schedules complex activities, monitors implementation and manages relevant communication • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria • May use formal analytical and lateral thinking techniques for identifying issues, generating and evaluating feasible ICT solutions • Considers the strategic and operational potential of digital trends when selecting ICT solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPMG602 Manage ICT project initiation	ICAPMG602A Manage IT project initiation	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 ICTPMG602 Manage ICT project initiation

Modification History

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

Performance Evidence

Evidence of the ability to:

- produce a comprehensive business case information and communications technology (ICT) project implementation approach that takes into account core technology limitations and project constraints
- establish and work in a cohesive project team.

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:

- explain the characteristics of leadership and technical teams
- describe the consultation and communication techniques, styles and strategies, including interviewing techniques required when managing a project
- describe estimation and cost analysis techniques
- explain the process of establishing technical teams and determining stages of team development
- describe the process of setting objectives and conducting a benefits analysis
- identify the organisational values, policies and processes that are applicable to the project
- describe performance management and project team appraisal methods
- identify and describe the processes for monitoring team and own performance
- explain cash flow and how it is managed through budgeting
- describe a range of project management methods and tools, and how they apply in a formal project management methodology
- explain the proposed systems analysis and modelling techniques
- summarise the process of determining team roles, and describe the delegation process within a multi-project methodology context
- explain the proposed technology solution models and frameworks.

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:

- industry software packages
- an organisation's identified problem, opportunity or unfulfilled legislative need.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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