



Australian Government

ICTPMG605 Manage ICT project closure

Release: 1

ICTPMG605 Manage ICT project closure

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 decommission or close an information and communications technology (ICT) project within a small, medium or large organisation.

It applies to individuals who may be required to use advanced project-management skills in undertaking a strategic assessment of the status of a project.

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. Evaluate project performance	1.1 Collect project performance metrics 1.2 Debrief project team 1.3 Debrief project stakeholders 1.4 Summarise and report on results
2. Finalise the project	2.1 Review project performance to determine whether the project should be continued, decommissioned or closed 2.2 Assess the impact of continuing, decommissioning or closing the project 2.3 Recommend appropriate management action to the relevant

ELEMENT	PERFORMANCE CRITERIA
	governing authority 2.4 Decommission or close the project if required
3. Action outstanding activities	3.1 Identify outstanding activities and create an action plan 3.2 Assign responsibilities to action outstanding activities 3.3 Follow up outstanding activities to ensure completion

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, 2.1, 2.2, 3.1	Analyses complex textual data to ascertain completion of project components and identify issues and root causes to facilitate the formulation of the appropriate recommendation
Writing	1.4, 2.3, 3.2	- Presents information in a logical manner and clear of any ambiguities using technical language appropriate to the stakeholders - Uses the appropriate technical language when compiling reports based on verifiable data - Uses correct grammar, spelling and punctuation when presenting options and recommendations to allow for an appropriate decision to be generated/formulated
Oral Communication	1.1-1.4, 2.3, 2.4, 3.1-3.3	- Uses appropriate language and style when with parties of various levels to ensure that the information being delivered accurately represents project status based on available analytical data, and that it is understood by all stakeholders - Uses language that is appropriate when negotiating the best outcomes - Facilitates discussions using active listening, questioning and summarising when undertaking reviews, debrief sessions and presentations to ensure the efficient exchange of ideas
Numeracy	1.1, 2.2	Analyses complex numerical information embedded in performance metrics

Get the work done	2.1-2.3, 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
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPMG605 Manage ICT project closure	ICAPMG605A Manage IT project closure	Updated to meet Standards for Training Packages. Minor edits to the competency title.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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