



Australian Government

ICTPMG610 Develop a project management plan

Release: 1

ICTPMG610 Develop a project management plan

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Application

This unit describes the skills and knowledge to develop a plan for a telecommunications project, including assessing project requirements and planning for all stages to completion and final documentation.

It applies to individuals who are likely to have responsibility for the provision of installations, maintenance, upgrades and new services.

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

Unit Sector

Telecommunications – project management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare project management plan	1.1 Evaluate and assess project brief and related documents 1.2 Produce document on project tasks and associated timelines, including installation processes and test requirements 1.3 Assess and produce document on resource requirements to assist allocation of appropriate resources 1.4 Produce training plan assessing training needs and associated timelines for efficient project implementation 1.5 Determine and document budgetary requirements

	1.6 Discuss roles of all identified parties associated with project to ensure their involvement 1.7 Produce project verification document, including monitoring and control processes, and review processes such as quality audits 1.8 Consult with all relevant parties prior to finalising draft plan and make changes as appropriate
2. Develop and evaluate management plan	2.1 Produce preliminary plan for consultation, including identified factors that may impact on realisation of project and observance of relevant legislation, codes, regulation and standards 2.2 Consult with client and clarify any amendments 2.3 Develop final plan with recommendations
3. Finalise documentation	3.1 Produce and document final plan to include implementation details and training needs 3.2 Present plan to client and obtain sign off

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, 1.3, 1.5, 1.6, 2.1-2.3, 3.1	Analyses and interprets textual information in a variety of forms to determine key information, requirements and project design
Writing	1.2-1.5, 1.7, 1.8, 2.1-2.3, 3.1	- Uses factual and technically specific language to document a range of requirements - Uses appropriate formats and structures to present information logically for different audiences, and revises documents based on feedback and outcomes
Oral Communication	1.5, 1.6, 1.8, 2.2, 3.2	- Uses listening and questioning techniques to elicit the opinions of others and confirm understanding - Influences discussions using selective language, tone and gestures to clearly articulate information and requirements

Numeracy	1.3, 1.5	Performs highly developed mathematical calculations to analyse labour, costs and quantities to accurately process quotations and estimates
Navigate the world of work	2.1	- Takes personal responsibility for adherence to legal and regulatory responsibilities relevant to own work context - Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.6, 2.2, 3.2	- Collaborates with others, sharing information to build strong work groups and avoids behaviours that are not conducive to a productive environment - Implements strategies for a diverse range of colleagues and clients to build rapport and foster strong relationships
Get the work done	1.1-1.5, 1.7, 2.1, 2.3, 3.1, 3.2	- Reflects on the ways in which digital systems and tools are used or could be used to achieve work goals, and begins to recognise strategic and operational applications - Uses a combination of formal, logical planning processes and an increasingly intuitive understanding of context to identify relevant project requirements and priorities - Makes critical decisions quickly and intuitively in complex situations, taking into consideration a range of variables including the outcomes of previous decisions - Recognises and addresses some unfamiliar problems of increasing complexity within own scope, recognising when to seek the advice of others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
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Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPMG610 Develop a project management plan	ICTPMG6033A Develop a project management plan	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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