



Australian Government

ICTPMG613 Manage ICT project planning

Release: 1

ICTPMG613 Manage ICT project planning

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to plan and manage an Information and Communications Technology (ICT) project in small, medium and large organisations.

The unit applies to those who apply advanced project management skills in developing and documenting logical processes and timelines to ensure that projects are delivered according to organisational and stakeholder expectations.

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 control plans	1.1 Develop and document project management plan according to organisational requirements 1.2 Develop and document management sub-plans 1.3 Lodge documents according to organisational policies and procedures
2. Determine project methodology	2.1 Assess models of project management according to organisational requirements 2.2 Assess product development approach 2.3 Select project management and systems development methodology 2.4 Tailor and document methodologies to solution requirements

ELEMENT	PERFORMANCE CRITERIA
	2.5 Lodge documentation according to organisational policies and procedures
3. Develop project schedule	3.1 Develop project component breakdown according to project requirements 3.2 Estimate project effort and duration 3.3 Create project schedule and document according to organisational policies and procedures 3.4 Develop and allocate work packages 3.5 Establish schedule controls for monitoring project schedule
4. Finalise project budget	4.1 Identify areas of anticipated project spend 4.2 Determine dollar amounts and timing of cash flows 4.3 Develop and document project budget based on anticipated expenditure and cash flow 4.4 Establish controls for monitoring budget

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	• Uses sound mathematical assumptions and applies equations in developing cost-benefit analyses, budgets and cash flows
Reading	• Interprets and analyses complex text to ascertain requirements
Writing	• Prepares well-structured and cohesive documents presenting ideas and project plan utilising technical and relevant industry language in a logical sequence
Planning and organising	• Operates from a broad conceptual plan, developing the operational detail in stages, regularly reviewing priorities and performance during implementation, and identifying and addressing issues
Problem solving	• Uses nuanced understanding of context to recognise anomalies and subtle deviations to normal expectations, focusing attention and remedying problems as they arise
Self-management	• Sequences and schedules complex activities, monitors implementation and manages relevant communications • Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria

SKILL	DESCRIPTION
	Identifies and compares several options before making final choice, using a combination of lateral and analytical thinking to suit needs, resources and constraints

Unit Mapping Information

Supersedes and is equivalent to ICTPMG603 Manage ICT project planning and ICTPMG610 Develop a project management plan.

Links

Companion Volume Implementation Guide is found on VETNet -

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