



**Australian Government**

# **ICTPMG617 Plan and direct complex ICT projects**

**Release: 1**

# ICTPMG617 Plan and direct complex ICT projects

## 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 identify, plan, control and finalise complex information and communications technology (ICT) projects.

The unit applies to project managers who use advanced business and project management skills to oversee the effective and timely delivery of projects.

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. Identify planning needs                       | 1.1 Identify organisation's need for required complex ICT project<br>1.2 Identify project's strategic context and requirements<br>1.3 Identify organisation's strategic and business plans, and output requirements<br>1.4 Identify client requirements and impact of legislation, and industry codes and standards<br>1.5 Conduct risk management analysis and develop and document risk-management plan |
| 2. Prepare ICT project plan                      | 2.1 Define and document specifications, terms of reference and skills required for project<br>2.2 Identify and document project budget according to project requirements                                                                                                                                                                                                                                  |

| ELEMENT                                        | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                | 2.3 Define, document and secure resources required to support project<br>2.4 Develop and document timelines, schedules and critical path for project<br>2.5 Define and document stakeholder consultation strategy according to organisational requirements                                                                                                                                                                                                                 |
| 3. Assemble ICT project team and commence work | 3.1 Brief required personnel on project scope and respond to feedback given<br>3.2 Identify and communicate required reporting processes for team members                                                                                                                                                                                                                                                                                                                  |
| 4. Manage IT project                           | 4.1 Monitor project progress according to project plan requirements<br>4.2 Manage team member performance and confirm that output aligns to key performance indicators identified in project plan<br>4.3 Make required corrections, changes and additions to project plan<br>4.4 Monitor resourcing and make corrections to reflect changing circumstances<br>4.5 Report overall project progress to required personnel                                                    |
| 5. Wrap up IT project                          | 5.1 Finalise project in line with project plan<br>5.2 Conduct handover to required personnel according to organisational procedures<br>5.3 Debrief project team members on conduct and project outcomes<br>5.4 Prepare project report and analyse strengths and weaknesses of project plan                                                                                                                                                                                 |
| 6. Identify policy and process improvements    | 6.1 Identify and analyse opportunities for organisational learning and required changes to processes and policies generated by project<br>6.2 Determine and document opportunities for future developments following project completion and submit to required personnel<br>6.3 Determine and document strategic impact of project and feed into organisation's ongoing strategic planning processes<br>6.4 Lodge all documentation according to organisational procedures |

## 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                | <ul style="list-style-type: none"><li>• Uses sound mathematical assumptions and applies equations in developing budgets</li></ul>                                                                                                                                                                                                                                           |
| Oral communication      | <ul style="list-style-type: none"><li>• Uses required language and style, and effective listening, questioning and summarising skills when presenting complex ideas, requirements and results to stakeholders</li></ul>                                                                                                                                                     |
| Reading                 | <ul style="list-style-type: none"><li>• Interprets and analyses complex textual information to ensure that all requirements are identified, understood, addressed and aligned with organisational strategic and operational plans</li></ul>                                                                                                                                 |
| Writing                 | <ul style="list-style-type: none"><li>• Develops documentation presenting ideas, requirements and information using appropriate structure, layout and relevant technical language</li></ul>                                                                                                                                                                                 |
| Teamwork                | <ul style="list-style-type: none"><li>• Plays a lead role in situations requiring effective collaboration, demonstrating advanced influencing skills, focusing and shaping awareness, and engaging and motivating others, including those who are geographically dispersed</li></ul>                                                                                        |
| Planning and organising | <ul style="list-style-type: none"><li>• Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria</li></ul>                                                                                                                                   |
| Problem solving         | <ul style="list-style-type: none"><li>• Sequences and schedules complex activities, monitors implementation and manages relevant communication</li><li>• Uses formal analytical and lateral thinking techniques for identifying issues, generating and evaluating possible solutions</li><li>• Identifies new approaches and enhances work practices and outcomes</li></ul> |

## Unit Mapping Information

Supersedes and is equivalent to ICTPMG609 Plan and direct complex ICT projects.

## Links

Companion Volume Implementation Guide is found on VETNet -

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

# Assessment Requirements for ICTPMG617 Plan and direct complex ICT projects

## Modification History

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

## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- design, implement, manage and finalise a complex Information and Communications Technology (ICT) project.

In the course of the above, the candidate must:

- manage planning processes, scheduling, human resources, reporting and respond to contingencies
- align projects with organisational strategies and requirements
- assess outcomes and provide recommendations to refine and improve future ICT project management processes.

## Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key features of risk management planning and processes
- computer software functions and operation, including relevant proprietary software relevant to planning direct complex ICT projects
- legislation, codes and standards relating to project specified in performance evidence
- contingencies for planning for time slippages
- sustainability requirements and ratings, including:
  - reporting mechanisms
  - conservation of energy
  - management of other resources
- tools and models of project management
- organisational frameworks and functions relevant to planning direct complex ICT projects including:

- enterprises
- government bodies
- industry associations.

## Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- computer software packages and hardware
- codes, standards and legislation relevant to jurisdiction and project
- project documentation
- research resources, including product information and data, and theoretical texts.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume Implementation Guide is found on VETNet -

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