



Australian Government

ICTPMG802 Manage a telecommunications project

Release: 1

ICTPMG802 Manage a telecommunications project

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 required to produce a plan, develop risk management strategies, prepare budgets, plan for contingencies, develop procedures for commissioning the project and archive project documentation.

It applies to individuals who implement specified projects for an installation or upgrade of the telecommunications network.

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 to manage project	1.1 Develop project proposal, including specific project management processes from specifications and/or contracts 1.2 Document role of major stakeholders and implications for project 1.3 Develop risk management strategy and present to stakeholders for agreement 1.4 Check for technical compliance of project with relevant standards 1.5 Select project management computer software 1.6 Conduct skills audit of personnel and identify additional training requirements

2. Apply project management processes	2.1 Determine participants' responsibilities using critical path method (CPM) to draw network diagram 2.2 Sequence and coordinate activities required for specific project 2.3 Determine critical path to optimise timing of project deliverables 2.4 Assess viability of project estimates by preparing budget 2.5 Perform risk analysis to determine factors that may hinder project deliverables 2.6 Assess progress of project with contingencies to manage risks 2.7 Determine any updates and recommendations in agreement with client 2.8 Determine if contract variations are required and make changes
3. Complete work and document activities	3.1 Make provision for commissioning and project completion 3.2 Produce final documentation with recommendations and present to client 3.3 Document and archive project documentation 3.4 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, 1.4-1.6, 2.1, 2.5, 2.6, 2.8, 3.2	Analyses, interprets and compares a variety of textual material to determine key information and requirements
Writing	1.1, 1.3, 1.6, 2.2, 2.5, 2.7, 2.8, 3.2, 3.3, 3.4	Produces technical documents using a cohesive format to clearly and logically convey a range of information and data
Oral Communication	1.3, 2.7, 3.2	- Facilitates discussions using listening and questioning techniques to confirm understanding and obtain required information - Clearly articulates information using relevant language and techniques to obtain a mutually acceptable result
Numeracy	2.2, 2.4	Applies knowledge of mathematical formulas to estimate monetary requirements against a project

		plan and calculate required timelines against tasks
Navigate the world of work	1.4	Monitors adherence to relevant standards, policies and procedures and considers own role in terms of its contribution to the broader goals of the work environment
Interact with others	1.3, 3.2	Tailors every communication to achieve its purpose, demonstrating a sophisticated understanding of the needs, interests, issues and priorities of each audience
Get the work done	1.1, 1.3, 1.5, 1.6, 2.1-2.7, 3.1, 3.3, 3.4	- Recognises and anticipates an increasing range of familiar problems, their symptoms and causes, actively looking for early warning signs and implementing contingency plans - Takes responsibility for high impact decisions in complex situations involving many variables and constraints - Operates from a broad conceptual plan, developing the operational detail in stages, regularly reviewing priorities and performance during implementation, identifying and addressing issues and reallocating resources - Defines benefits, costs, risks and feasibility from a broad range of perspectives, and thinks laterally to redesign aspects to address potential issues - Understands the purposes, specific functions and key features of common digital systems and tools, and operates them effectively to complete routine tasks, adapting some functions to improve personal efficiency

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPMG802 Manage a telecommunications project	ICTPMG8143B Manage a telecommunications project	Updated to meet Standards for Training Packages Minor change to Performance Criteria	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 ICTPMG802 Manage a telecommunications project

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Performance Evidence

Evidence of the ability to:

- prepare and apply a project management process to a telecommunications project using project management software
- develop a comprehensive plan to manage a telecommunications project with a risk management strategy, budget and contingencies
- complete work and project documentation accurately.

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:

- critically analyse organisational project management policies and procedures
- assess safety management processes and procedures in a workplace environment including:
 - personal protective equipment conforming to industry and work health and safety (WHS) standards
 - precautions required to minimise, control or eliminate hazards that may exist during work activities
- evaluate the impact of relevant legislation, codes, regulations and standards on the management of a communications project
- assess the workplace and industry environment and its impact on project development to implementation, including:
 - commissioning procedures
 - industrial issues
 - roles and responsibilities

- skills audit
- evaluate the telecommunication systems and their impact on a project
- define the role that site engineering has on the development of a project management plan
- evaluate project management processes and the software packages available to assist management.

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 telecommunications – project management field of work and include access to:

- a telecommunications site
- computers and relevant computer software
- relevant legislation, codes, regulations and standards.

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

Links

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