



Australian Government

ICTTEN816 Scope project requirements and process solutions

Release: 1

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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 develop scope management strategies and plans, in line with business requirements and organisational strategies, for the delivery of products and services.

It applies to individuals with excellent planning and problem-solving skills, working as network engineering staff or senior technical officers within project management roles. They work with new and emerging technologies.

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

Unit Sector

Telecommunications – Telecommunications Networks Engineering

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. Conduct project scope definition activities	1.1 Develop and confirm procedures for project authorisation with an appropriate authority for commitment of resources and effort 1.2 Establish agreement of desired project outcomes with relevant stakeholders 1.3 Develop scope management plan to determine scoping requirements
2. Define and plan scoping project requirements and process	2.1 Critically analyse needs in consultation with client and relevant stakeholders to verify project scope 2.2 Prepare project specifications with project objectives,

ELEMENT	PERFORMANCE CRITERIA
solutions	deliverables, constraints, exclusions, assumptions and principal work activities for delivery of products and services 2.3 Determine and agree measurable project outcomes and benefits to enable quantified evaluation of program performance 2.4 Develop and communicate scope definition, scope management strategies and plans to stakeholders, and seek agreement 2.5 Align program scope to business requirements and organisational strategy
3. Manage scoping process	3.1 Conduct regular program reviews to measure project performance and ensure stated program, business and strategic objectives are met 3.2 Establish and maintain the change management system to form the basis of ongoing scope management 3.3 Conduct reviews of scope changes and take action to ensure project and program objectives are achieved or modified 3.4 Measure project outcomes against defined program scope and aligned strategic objectives 3.5 Communicate results of program outcomes to appropriate authority 3.6 Manage the impact of scope changes within established time, cost and quality constraints according to change control procedures and to meet project objectives 3.7 Review the project planning process and document recommendations for improvements to future projects

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	3.4	Organises, evaluates and interprets a range of complex documentation, including project plans
Writing	1.3, 2.2, 2.4, 3.7	Prepares clear and concise workplace documentation, including project briefs and reports incorporating technical language, to communicate complex

		information clearly and effectively
Oral Communication	1.1, 1.2, 2.1, 2.3, 2.4	• Uses highly developed listening, observational and questioning skills to understand others' perspectives, and clarify and explore meaning • Clearly articulates requirements using language appropriate to audience and environment
Numeracy	3.4, 3.6	• Analyses and synthesises mathematical information to assess project parameters, including budget requirements and limitations
Interact with others	1.2, 2.1, 3.5	• Selects and uses appropriate conventions and protocols when communicating with stakeholders in a range of work contexts • Collaborates with others to achieve joint outcomes, playing an active role in facilitating agreement
Get the work done	2.2, 2.3, 2.5, 3.1-3.3, 3.6, 3.7	• Operates from a broad conceptual plan, developing operational detail in stages, regularly reviewing priorities and performance during implementation, and identifying and addressing issues • Monitors outcomes of process and decisions made, considering results from a range of perspectives and identifying key concepts and principles that may be adaptable to future situations • Takes responsibility for high-impact decisions in complex situations involving many variables and constraints • Uses formal, analytical and lateral thinking techniques to resolve problems such as unexpected variations to requirements and control proposed changes in scope • Monitors outcomes of decisions, considering results from a range of perspectives and identifying key concepts and principles and their impact on customers and enterprise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTTEN816 Scope project requirements and process solutions	ICTTEN7230A Scope project requirements and process solutions	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>

Assessment Requirements for ICTTEN816 Scope project requirements and process solutions

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Performance Evidence

Evidence of ability to:

- prepare project specifications with project objectives
- develop scope management plan
- develop scope management strategies
- conduct regular program reviews
- measure project outcomes
- manage the impact of scope changes within established budget and timeline.

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:

- examine a range of products, services and solutions as they apply to various project outcomes
- explore various stakeholders and relevant levels of authorisation required for the duration of a project
- explain project life-cycle and the significance of scope management
- outline scope management plans, methodologies, techniques and tools
- summarise typical challenges and issues encountered in project scope management and options for addressing them
- identify and explore various project performance indicators and how project performance can be measured
- evaluate various vendor products and solutions.

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 should be typical of those experienced in the telecommunications networks engineering field of work and include access to:

- sites on which projects may be conducted
- forecast data and tools involved in planning
- a range of software and hardware currently used in industry
- relevant regulations and specifications that impact forecasting activities.

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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