



Australian Government

Department of Education, Employment and Workplace Relations

ICTPMG5031A Prepare a project brief

Release: 1

ICTPMG5031A Prepare a project brief

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to prepare a brief for realising a telecommunications project, including costing, vendor and technology choices, scheduling and resourcing. It may be for a new installation or upgrade of capacity or technology for existing network or subsystem. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.
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Application of the Unit

Application of the unit	Technical managers, supervising technicians, project managers within an organisation or contracted to a network design or construction organisation apply the skills and knowledge in this unit.
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan a project brief	1.1. Contact customer to obtain project details and approved network plan 1.2. Assess current network conditions 1.3. Analyse site survey data and geographical information to initiate studies if required 1.4. Assess barriers to plan realisation 1.5. Analyse the impact of relevant legislation, codes, regulations and standards on planning processes
2. Develop preliminary project brief	2.1. Develop project specifications , including new technology according to customer requirements 2.2. Draft a sketch plan according to enterprise practice for area in question 2.3. Clarify project brief with the customer as required 2.4. Present final report with option for approval before proceeding with project brief
3. Assess tenders	3.1. Follow process for seeking quotes or issuing tenders for completion of project 3.2. Assess quotes or tenders against project criteria and any proposed variations 3.3. Examine detailed project costing estimates to ensure that budget parameters are attained 3.4. Assess competitive tenders with consideration to meet specified timeframes 3.5. Obtain tender approval from the customer
4. Monitor contract progress and completion	4.1. Monitor contract activity with progress against specifications 4.2. Establish and maintain regular liaison with project manager and site supervisor 4.3. Discuss contract problems or difficulties with project manager and contractor as required 4.4. Negotiate and implement contract variations 4.5. Prepare project completion advice in conjunction with project manager, installation manager and operational staff 4.6. Undertake a quality audit of the project and submit any recommendations for improvement according to enterprise procedures 4.7. Prepare a final report on project outcomes and achievement

ELEMENT	PERFORMANCE CRITERIA
	4.8. Present report to customer and obtain sign off

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to compare and evaluate most effective technical solutions
- communication skills to:
 - liaise with internal and external personnel on technical and operational matters
 - negotiate approvals and contract arrangements with suppliers and contractors
- literacy skill to:
 - interpret technical specifications, equipment manuals and tenders
 - write reports and document technical requirements and procedures
- numeracy skills for:
 - confirming capacity requirements
 - budget requirements
- planning and organisation skills to:
 - set out and monitor project requirements and priorities
 - undertake audits
- problem solving skills to address variations and contract issues
- research skills to maintain current technical product knowledge

Required knowledge

- common customer telecommunications applications and related equipment
- familiarity with the workplace and industry environment
- leasing versus purchase options
- legislative and environmental impacts including options for green ICT installations
- network and transmission equipment
- network topologies, interface and interconnect solutions
- performance parameters and typical faults in equipment and related connection and transmission media, and various test equipment types
- warranty information and contractor work guarantees

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- develop a project brief for a telecommunications project
- analyse and document considerations in project specifications
- apply legislative and environmental conditions to project brief development
- assess tenders and monitor contract work to completion.

Context of and specific resources for assessment

Assessment must ensure:

- sites on which projects may be conducted
- relevant databases, legislative requirements and other site and project related documentation.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct observation of the candidate undertaking brief preparation and monitoring contracts
- review of project brief prepared by the candidate outlining specifications, specified timeframes, enterprise financial systems and policy
- review of report prepared by the candidate outlining specified planning processes
- oral or written questioning to assess knowledge of planning, types of systems and applications.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- ICTPMG5027A Develop customer premises equipment installation project plans
- ICTPMG5039A Prepare project specifications.

Aboriginal people and other people from a non-English

EVIDENCE GUIDE

	speaking background may have second language issues. Access must be provided to appropriate learning and assessment support when required. Assessment processes and techniques must be culturally appropriate, and appropriate to the oral communication skill level, and language and literacy capacity of the candidate and the work being performed. In all cases where practical assessment is used it will be combined with targeted questioning to assess required knowledge. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. Where applicable, physical resources should include equipment modified for people with special needs.
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Customer may include:

- communication consultants
- enterprises
- government bodies
- internal or external to the organisation
- other carriers
- service providers.

Project may include:

- installation or upgrade for:

RANGE STATEMENT	
	• broadband network • switching • transmission • radio network: • fixed • mobile • systems including: • optical • radio • microwave and satellite • multiplexing • transmission • network management • physical support infrastructure • various transmission paths.
Network conditions may be obtained from:	• capacity assessment data • network performance data associated with the network • traffic dimensioning data.
Site survey data may include:	• building availability and capacity • earthing requirements environmental impact • geological surveys • line of sight data • power availability • regulatory and statutory requirements • site availability • site ownership and acquisition data • weather conditions.
Barriers to plan may include:	• community opposition • environmental considerations • government policy • heritage legislation restrictions • local planning approvals.
Relevant legislation, codes, regulations and standards may include:	• Australian Communications and Media Authority (ACMA) standards TS 14 • Australian standards applying to radio frequency (RF) hazards • heritage legislation • industrial awards and conditions

RANGE STATEMENT	
	• International standards ISO 9000/9001 • International Telecommunications Union (ITU) recommendations • National Parks Act • OHS Act • State/Territory and Federal Environment Acts • Telecommunications Act and relevant codes.
Project specifications may include:	• broad project description • cost-benefit studies as a guide to the decision making process • costing estimates and operating budget • location, route, area, product and platform • planning options for future needs to include new technology • preferred equipment and vendors • profit margins according to enterprise policy • proposed project timing • resources • sketch plan.
New technology may include:	• internet protocol (IP) networks • optical networks • virtual networks • web-based networks • wireless networks.
Process for seeking quotations or issuing tenders may include:	• confidential tender processes • existing service level agreement • multiple quotes • requirements for preferred suppliers.
Consideration may include:	• capacity • performance • price • product type • quality • timeframes.
Quality audit includes:	• requirements of customer or organisation • review of process and methodology.

Unit Sector(s)

Unit sector	Telecommunications
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Project management
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