



Australian Government

ICTPMG8143B Manage a telecommunications project

Release 1

ICTPMG8143B Manage a telecommunications project

Modification History

Release	Comments
Release 2	This version first released with <i>ICT10 Integrated Telecommunications Training Package Version 3.0</i>. References to other units updated. Outcomes deemed equivalent.
Release 1	This version first released with <i>ICT10 Integrated Telecommunications Training Package Version 1.0</i>.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to produce a plan and manage a telecommunications project using project management processes.

Application of the Unit

Telecommunication systems managers apply the skills and knowledge in this unit to implement specified projects that may be for an installation or upgrade of the telecommunications network.

Their job roles include producing plans for projects, developing risk management strategies, preparing budgets, planning for contingencies, developing procedures for commissioning the project and archiving project documentation.

Licensing/Regulatory Information

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.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Prepare to manage a project	1.1 Develop a project proposal, including specific project management processes 1.2 Determine the role of major stakeholders and implications for the project 1.3 Develop a 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 a 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 a network diagram 2.2 Sequence and coordinate activities required for a specific project 2.3 Determine the critical path to optimise timing of the project deliverables 2.4 Assess the viability of project estimates by preparing a budget 2.5 Perform risk analysis to determine factors that may hinder the project deliverables 2.6 Assess the progress of the project with contingencies to manage risks 2.7 Determine any updates and recommendations in agreement with the customer 2.8 Prepare contract variations if required
3. Complete work and document activities	3.1 Select procedures for commissioning if required and finish the project 3.2 Produce final documentation with recommendations and present to customer 3.3 Document and archive project documentation 3.4 Obtain sign off

Required Skills and Knowledge

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

Required skills

- analytical skills to evaluate risks
- communication skills to work effectively in a group, present information and negotiate contract variations
- information technology skills for word processing, desktop research and using project management software
- literacy skills to prepare reports and contract variations
- numeracy skills to:
 - calculate budget requirements
 - determine workforce requirements
- problem solving skills to anticipate and respond to issues in project progress
- research skills to gather data, observe and analyse project issues.
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Required knowledge

- organisational project management policy and procedures
- safety management:
 - personal protective equipment conforming to industry and occupational health and safety (OHS) standards
 - precautions required to minimise, control or eliminate hazards that may exist during work activities
 - relevant legislation, codes, regulations and standards
- workplace and industry environment:
 - commissioning procedures
 - industrial issues
 - roles and responsibilities
 - skills audit
- telecommunication communication systems
- site engineering
- project management processes and software.

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: • prepare and apply project management process to a telecommunications project using project management software • develop a plan to manage a telecommunication project with a risk management strategy, budget and contingencies • complete work and project documentation.
Context of and specific resources for assessment	Assessment must ensure: • a telecommunications site on which projects can be managed • computers and relevant computer software • relevant legislation, codes, regulations and standards.
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: • oral or written questioning to assess knowledge and skills in the project management process • direct observation of the candidate performing project management tasks • review of the candidate generated project documentation.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • ICTPMG8142A Manage telecommunications workplace • ICTPMG7145B Undertake a telecommunications project • ICTPMG8149B Evaluate and use telecommunications management networks. Aboriginal people and other people from a non-English

	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

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.

<i>Project management processes</i> may include:	• calendaring • constraints • contingencies • CPM • critical paths • Gantt chart • PERT • project variables • reviews • salvage value • variations.
<i>Activities</i> may include:	• contracts and procurement • cost management • human resource (HR) management • project communications methods • project tracking • quality • risk • scope • time management.
<i>Contingencies</i> may include:	• increase staff numbers • reinstallation • replacement components • work amendments.

Unit Sector(s)

Telecommunications - Project management