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ICTPMG612 Manage ICT project initiation

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 6.0.

Application

This unit describes the skills and knowledge required to initiate an Information and Communications Technology (ICT) project in small, medium and large organisations.

It applies to those who apply project management skills to establish the necessary foundation to facilitate successful delivery of agreed project outcomes.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Define project	1.1 Define business problems and initial project scope according to organisational requirements 1.2 Identify key stakeholders and analyse stakeholder requirements 1.3 Define constraints that may impact project
2. Develop project business case	2.1 Identify and document project objectives and benefits 2.2 Identify and select feasible ICT solutions 2.3 Develop the business case according to organisational procedures 2.4 Present business case to required personnel and seek and respond to feedback
3. Select project approach	3.1 Identify project core technology areas according to project

ELEMENT	PERFORMANCE CRITERIA
	requirements
	3.2 Identify and document solution approach requirements
	3.3 Negotiate project outcomes with required personnel
4. Establish ICT project team	4.1 Identify and select team members according to project requirements
	4.2 Establish and document team member roles and responsibilities
	4.3 Develop and document a cohesive technical team
	4.4 Develop and document support plan for team members according to project requirements
	4.5 Submit documentation to required personnel and seek and respond to feedback

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	• Tests viability of data by completing estimates and cost comparisons using relevant mathematical calculations
Oral communication	• Uses effective verbal techniques such as active listening, open-ended questioning and paraphrasing to articulate requirements and facilitate discussions and presentation using relevant industry language for intended audience
Reading	• Analyses complex textual data to ascertain requirements
Writing	• Prepares well-structured and cohesive documents presenting alternative views, evidence and recommendations, utilising technical and relevant industry language
Teamwork	• Invests time and energy in building rapport with others as an integral part of all work-based interactions • Plays a lead role in situations requiring effective collaboration, demonstrating high level influencing skills, focusing and shaping awareness, and engaging and motivating others • Shares knowledge, experience information and resources with others as an integral part of work relationships • Seeks to establish a climate in which it is possible to clarify and share the real needs and issues
Planning and	• Sequences and schedules complex activities, monitors

SKILL	DESCRIPTION
organising	implementation and manages relevant communication
Self-management	• Demonstrates use of systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria • Uses formal analytical and lateral thinking techniques for identifying issues, generating and evaluating feasible ICT solutions • Selects ICT solutions, using strategic and operational analysis of digital trends • Identifies and follows explicit and implicit protocols and meets expectations associated with own role

Unit Mapping Information

Supersedes and is equivalent to ICTPMG602 Manage ICT project initiation.

Links

Companion Volume Implementation Guide is found on VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2