

**Specification of Competency Standards**  
**for the Information & Communications Technology Industry**  
**Unit of Competency**

Functional Area - Operations Management

Title	Coordinate software development of interactive media projects
Code	107982L5
Description	This unit of competency applies to development personnel in the DMT (digital Media Technology) profession. Software development involves multiple steps and tasks and proper coordination of manpower and resources is vital for its successful completion. This UoC concerns competencies and knowledge in coordinating software development especially for interactive media projects, in the capacity of a project leader.
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge for coordinating software development of interactive media projects</p> <ul style="list-style-type: none"> <li>• Realise the philosophy and guidelines of the organisation towards interactive media projects development</li> <li>• Comprehend related budget and resources allocations</li> <li>• Understand the competitive environment and customer requirements in the market</li> <li>• Possess proficient knowledge and skills in the following areas: <ul style="list-style-type: none"> <li>○ Diverse software tools</li> <li>○ Resources selection techniques</li> <li>○ Time management methods</li> <li>○ Project scoping, scheduling, resourcing and tracking, etc.</li> </ul> </li> <li>• Possess excellent communication and interpersonal skills for dealing with various stakeholders, such as: <ul style="list-style-type: none"> <li>○ Management</li> <li>○ Software developers</li> <li>○ Resources suppliers / controllers</li> <li>○ End-users, etc.</li> </ul> </li> <li>• Possess the personal traits of a competent project leader, such as the abilities to: <ul style="list-style-type: none"> <li>○ Manage multiple projects simultaneously</li> <li>○ Devise solutions for challenges in an uncertain environment</li> <li>○ Communicate both orally and in writing effectively, etc.</li> </ul> </li> </ul> <p>2. Coordinate software development of interactive media projects:</p> <ul style="list-style-type: none"> <li>• Conduct a detailed analysis about requirements of the interactive media project in concern and work out the project milestones, and specific targets that have to be met by certain dates</li> <li>• Estimate the scale of the project and get acquainted with the project team members</li> <li>• Ensure resources are assigned and allocated appropriately to the project plan throughout different stages in the project life cycle</li> <li>• Conduct the overall project coordination and drive towards the successful completion of the project, with relevant targets such as: <ul style="list-style-type: none"> <li>○ Scope of work</li> <li>○ Cost expenditures</li> <li>○ Schedules and milestones</li> <li>○ Quality of output, etc.</li> </ul> </li> <li>• Ensure the following outcomes throughout the project life cycle: <ul style="list-style-type: none"> <li>○ Completion of agreed upon project deliverables</li> <li>○ Meet requirements in time, budget and quality</li> <li>○ Strive to fulfill or even exceed users' expectations, etc.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Act as the central point of contact and liaison for all aspects in the development of the interactive media project, with parties such as: <ul style="list-style-type: none"> <li>○ Senior management</li> <li>○ Members of the development team</li> <li>○ Outsourced personnel, if any</li> <li>○ End users, if necessary</li> </ul> </li> <li>• Ensure proper accomplishment of the project, and also coordinate relevant follow-up activities</li> <li>• Prepare reports about the project for management's review, acceptance and further instructions</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Always devote fully to all activities related to the coordination work for software development of the interactive media project in concern</li> <li>• Always perform the coordination tasks in an objective and fair manner, and balance the interests of all parties including the organisation, employees and end users</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Complete the coordinate tasks for software development within time and budget constraints; and</li> <li>• Ensure the quality of project deliverables and meet all prescribed requirements</li> </ul>
Remark	