Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies

1. Title	Prepare the project schedule
2. Code	ITSWPM401A
3. Range	Prepare the project schedule in order to ensure timely completion of a project. [Project Management – Project Time Management]
4. Level	4
5. Credit	1
6. Competency	<table><tr><td colspan="2">Performance Requirement</td></tr><tr><td>6.1 Know the project requirements</td><td>Be able to ▪ understand activities in a project, the inputs and expected output requirements ▪ identify key project milestones</td></tr><tr><td>6.2 Estimate a reasonable timeframe from preliminary identified activities</td><td>Be able to ▪ identify customer expectations with timing of deliverables ▪ identify internal and external schedule constraints and influences ▪ identify key project milestones</td></tr><tr><td>6.3 Assemble a preliminary project management plan highlighting the time aspect of the project elements</td><td>Be able to define context, set up project control points, and plan an initiation stage in explaining the time-critical elements</td></tr><tr><td>6.4 Exercise due care in preparation</td><td>Be able to fully collect project requirements and relate them to project activities without ambiguity</td></tr></table>
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to establish and document a preliminary project management plan with respect to the time aspect of the project elements addressing items such as project milestone plan and time critical project commitment and checkpoints.
Remark	Documentation is assumed to be a generic skill.