

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

1. Title	Perform information distribution
2. Code	ITSWPM404A
3. Range	Collect and distribute project information and reports to support project activities and to ensure timely and appropriate communication of project information [Project Management – Project Communications Management]
4. Level	4
5. Credit	2
6. Competency	<p><u>Performance Requirement</u></p> <p>6.1 Know the source of information</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ identify the stakeholders in a project (e.g. sponsors, business users/customers, vendors, and suppliers) ▪ locate the authorised information sources ▪ comprehend the established project communications plan with special note on the timeliness ▪ master the tools and techniques for information distribution <p>6.2 Establish and conduct an information distribution system</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ set up and implement a project information distribution system to aid subsequent project communication ▪ implement a project information retrieval system in association with the information distribution system ▪ respond to expected and unexpected information requests ▪ maintain project records <p>6.3 Conduct reliable information distribution</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ collect information and reports from authorised information sources ▪ distribute timely information and reports to concerned parties
7. Assessment Criteria	The integrated outcome requirement of this UoCs is the ability to enforce the agreed communication plan for the exchange and distribution of information and reports, while conducting regular and ad-hoc meetings, during the project execution.
Remark	