

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

1. Title	Implement project time reporting						
2. Code	ITSWPM405A						
3. Range	Perform project time reporting to ensure timely and appropriate communication of project information [Project Management - Project Communications Management]						
4. Level	4						
5. Credit	1						
6. Competency	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;">6.1 Know the tools and techniques in time reporting</td> <td style="vertical-align: top;"> <u>Performance Requirement</u>            Be able to           <ul style="list-style-type: none"> <li>▪ understand the operating principles of project management information tools</li> <li>▪ demonstrate proper techniques in the operation of the tools</li> <li>▪ identify stakeholders (e.g. sponsors, business users/customers, and suppliers) relating to time reporting</li> </ul> </td> </tr> <tr> <td style="vertical-align: top;">6.2 Implement project time reporting</td> <td style="vertical-align: top;">           Be able to           <ul style="list-style-type: none"> <li>▪ execute requirements and processes for time reporting to all project stakeholders</li> <li>▪ include time-reporting data in regular progress reports for budget and cost control, schedule baseline and progress, resources management, performance tracking, document filing.</li> </ul> </td> </tr> <tr> <td style="vertical-align: top;">6.3 Serve time reporting to clients</td> <td style="vertical-align: top;">           Be able to deliver project time reporting effectively to clients         </td> </tr> </table>	6.1 Know the tools and techniques in time reporting	<u>Performance Requirement</u> Be able to <ul style="list-style-type: none"> <li>▪ understand the operating principles of project management information tools</li> <li>▪ demonstrate proper techniques in the operation of the tools</li> <li>▪ identify stakeholders (e.g. sponsors, business users/customers, and suppliers) relating to time reporting</li> </ul>	6.2 Implement project time reporting	Be able to <ul style="list-style-type: none"> <li>▪ execute requirements and processes for time reporting to all project stakeholders</li> <li>▪ include time-reporting data in regular progress reports for budget and cost control, schedule baseline and progress, resources management, performance tracking, document filing.</li> </ul>	6.3 Serve time reporting to clients	Be able to deliver project time reporting effectively to clients
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7. Assessment Criteria	The integrated outcome requirement of this UoCs is the ability to use different project management information tools effectively to help communicate concisely and precisely with clients.						
Remark							