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

2. Code ITSWPM406A 3. Range Communicate with project stakeholders at project checkpoints so as to strengthen the communications between project team and support stakeholders, and enhance the management of project progress [Project Management – Project Communications Management] 4. Level 4. Level 6. Competency 6.1 Locate stakeholders and relevant information 6.2 Establish and conduct formal communications plan with special note on checkpoint activities 6.2 Establish and conduct formal communications plan with special note on checkpoint activities 6.2 Establish and conduct formal communications plan with special note on checkpoint activities 6.3 Regulate information flow 6.3 Regulate information flow 6.4 Regulate information flow 6.5 Regulate information flow 8 Be able to 9 Initiate the defined communication process at project checkpoints 10 Consolidate relevant information for reviews and meetings 11 Consolidate relevant information for reviews and meetings 12 Consolidate relevant information for reviews and meetings 13 Consolidate relevant information for reviews and meetings 14 Consolidate relevant information for reviews and meetings 25 Consolidate relevant information for reviews and meetings 26 Completed to the consolidate relevant information for reviews and meetings 27 Consolidate relevant information to stakeholders defined for the project the completeness and timely distribution of information to stakeholders before reviews or meetings 28 Performance Requirement 8 Be able to 19 Initiate the defined communication for reviews and meetings 19 Control the project stage and project-tend formulate notification procedure and follow-up action plan 29 Develop formal communication document as defined for the project 20 Develop formal communication document and defined for the project 20 Develop formal communication document and defined for the project 21 Develop formal communication document and defined for the project stakeholders and project formal documents for reviews and meeti	1. Title	Communicate with stakeholders at project checkpoints		
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