

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

|                        |   |  |
|------------------------|---|--|
| 1. Title               | Communicate with stakeholders at project checkpoints  |  |
| 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<br>[Project Management – Project Communications Management] |  |
| 4. Level               | 4   |  |
| 5. Credit              | 2   |  |
| 6. Competency          | <p>6.1 Locate stakeholders and relevant information</p> <p>6.2 Establish and conduct formal communication at checkpoints</p> <p>6.3 Regulate information flow</p>   | <p><u>Performance Requirement</u></p> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ locate stakeholders at project points</li> <li>▪ comprehend the established project communications plan with special note on checkpoint activities</li> </ul> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ initiate the defined communication process at project checkpoints</li> <li>▪ consolidate relevant information for reviews and meetings</li> <li>▪ conduct formal meetings and reviews at the end of each project stage and project-end</li> <li>▪ formulate notification procedure and follow-up action plan</li> <li>▪ develop formal communication document as defined for the project</li> </ul> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ check the integrity of the set of formal documents for reviews and meetings before deadline</li> <li>▪ ensure the completeness and timely distribution of information to stakeholders before reviews or meetings</li> <li>▪ maintain proper log on information collection and distribution</li> </ul> |
| 7. Assessment Criteria | The integrated outcome requirement of this UoCs is the ability to:<br>(i) establish checkpoints for communication; and<br>(ii) provide timely reports to stakeholders at predefined checkpoints.  |  |
| Remark                 |   |  |