

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

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| 1. Title | Establish organizational plan |
| 2. Code | ITSWPM512A |
| 3. Range | Establish organizational plan in the area of project and programme management team structure so as to make the most effective use of the people involved in a project [Project Management – Project Human Resources Management] |
| 4. Level | 5 |
| 5. Credit | 3 |
| 6. Competency | <p style="text-align: center;"><u>Performance Requirement</u></p> <p>6.1 Comprehend organization components for the project Be able to</p> <ul style="list-style-type: none"> ▪ provide an overview of the organization components ▪ explain the program organization of which the project is belonged to (see Remark) <p>6.2 Estimate and allocate project resources Be able to</p> <ul style="list-style-type: none"> ▪ estimate resource requirements using standard tools and methodology ▪ assign sufficient team members with relevant skills and experience to complete the project on schedule <p>6.3 Complete overall organizational planning processes Be able to</p> <ul style="list-style-type: none"> ▪ develop an organizational chart for project work ▪ describe project effects of organizational units, technical interfaces and the presence of different technical disciplines ▪ utilize an organizational breakdown structure (OBS) to evaluate unit responsibilities for specific work items on the project ▪ develop a staffing management plan ▪ develop project team policies and procedures <p>6.4 Develop alternative structures Be able to</p> <ul style="list-style-type: none"> ▪ define program executives as project board members as needed ▪ list common program support as needed ▪ identify project support staffing requirements <p>6.5 Plan organizational structure professionally Be able to conduct resource estimation and organizational planning process according to organizational guidelines and policies</p> |
| 7. Assessment Criteria | The integrated outcome requirements of this UoCs are the abilities to: (i) conduct professional resource estimation and allocation to the project; and (ii) complete overall organizational planning processes within the context of corresponding program in the organization. |
| Remark | Program organization includes the program director, change manager, design authority and program manager. |