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

1. Title	Establish and develop the project team
2. Code	ITSWPM513A
3. Range	Establish and develop the project team to achieve optimal project performance 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	4
6. Competency	6.1 Understand staff acquisition and team development 6.2 Plan for staff acquisition 6.3 Execute staff acquisition 6.4 Plan for team development 6.5 Conduct team development

6. Competency

6.1 Understand staff acquisition and team development

Performance Requirement
Be able to
- comprehend the processes to acquire quality staff
- understand the importance and the processes of team development

6.2 Plan for staff acquisition

Be able to
- determine human resources requirements for individual tasks with input from business users and guidance from higher project authorities
- provide a basis for determining staffing level and competencies with requirements obtained above
- establish project organization, structure and directory to align individual and group competencies with project tasks

6.3 Execute staff acquisition

Be able to
- allocate project staff to and within the project or within the organization as directed by a higher project authority, to meet competency requirements throughout the project life cycle
- communicate designated staff responsibilities and authority to ensure clear understanding of project work
- provide the staff with personal performance measurement criteria to provide a basis for ongoing assessment

6.4 Plan for team development

Be able to
- define project team policies and procedures
- develop rewards and recognition plan

6.5 Conduct team development

Be able to
- perform team building activities
- establish a collocated team if possible
- implement programs that enhance project team performance, including use of conflict / stress reduction techniques
- implement rewards and recognitions according to plan

	6.6 Establish and develop the project team in a professional manner	Be able to ▪ acquire quality staff according to organizational policies and regulatory requirements ▪ develop project team according to organizational procedures and policies
7. Assessment Criteria	The integrated outcome requirements of this UoCs is the ability to plan and conduct staff acquisition and team development for the project.	
Remark		