

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

1. Title	Manage project team						
2. Code	ITSWPM514A						
3. Range	Manage project team with focus on monitoring and control 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	2						
6. Competency	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;">6.1 Comprehend the monitoring tools</td> <td style="vertical-align: top;"> <p><u>Performance Requirement</u> Be able to</p> <ul style="list-style-type: none"> ▪ understand the structure of timesheet and work progress report to monitor project team performance ▪ analyse and interpret performance metrics (see remark) to ensure project is on schedule </td> </tr> <tr> <td style="vertical-align: top;">6.2 Monitor and measure performance</td> <td style="vertical-align: top;"> <p>Be able to</p> <ul style="list-style-type: none"> ▪ monitor results of team building activities ▪ monitor effectiveness of programs for enhancing project team performance ▪ monitor rewards and recognition plan </td> </tr> <tr> <td style="vertical-align: top;">6.3 Manage and control changes professionally</td> <td style="vertical-align: top;"> <p>Be able to</p> <ul style="list-style-type: none"> ▪ identify if changes in organizational plans have occurred ▪ manage the changes with approvals from project authority in charge ▪ document the changes and communicate the impact to relevant stakeholders according to organizational guidelines and regulatory requirements if any </td> </tr> </table>	6.1 Comprehend the monitoring tools	<p><u>Performance Requirement</u> Be able to</p> <ul style="list-style-type: none"> ▪ understand the structure of timesheet and work progress report to monitor project team performance ▪ analyse and interpret performance metrics (see remark) to ensure project is on schedule 	6.2 Monitor and measure performance	<p>Be able to</p> <ul style="list-style-type: none"> ▪ monitor results of team building activities ▪ monitor effectiveness of programs for enhancing project team performance ▪ monitor rewards and recognition plan 	6.3 Manage and control changes professionally	<p>Be able to</p> <ul style="list-style-type: none"> ▪ identify if changes in organizational plans have occurred ▪ manage the changes with approvals from project authority in charge ▪ document the changes and communicate the impact to relevant stakeholders according to organizational guidelines and regulatory requirements if any
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7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) conduct continuous monitoring and measurement of the project performance; and (ii) exercise proactive management and control on identified changes during the project lifecycle.						
Remark	Some examples of performance metrics are schedule performance index, and schedule variance.						