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

1. Title	Establish a preliminary project communications plan
2. Code	ITSWPM515A
3. Range	Establish a preliminary project communications plan to ensure timely and appropriate communication of project information [Project Management – project communications management]
4. Level	5
5. Credit	1

6. Competency	<table><tr><td></td><td>Performance Requirement</td></tr><tr><td>6.1 Know the relationship between communication management with other aspects in project management</td><td>Be able to
	▪ understand the role of communications in various project management activities
	▪ identify stakeholders in a project, i.e. sponsors, business users, team members, suppliers, etc.
	▪ demonstrate a knowledge of
	   ➢ inputs to communication planning
	   ➢ tools and techniques utilised for communication planning
	   ➢ outputs of communication planning</td></tr><tr><td>6.2 Conduct preliminary communications planning</td><td>Be able to
	▪ identify the benefits and processes of project communications management
	▪ match the appropriate project process group to each management process in a given project
	▪ draft a preliminary communications plan and documentation templates as initial reference for further development</td></tr><tr><td>6.3 Observe criteria for effective communications</td><td>Be able to match project communications policies within working organization to the communication activities in a given project</td></tr></table>

7. Assessment Criteria	The integrated outcome requirement of this UoCs are the abilities to: (i) relate organizational communications policies to a target project; and (ii) develop supporting details for project communication management.
Remark	