

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

1. Title	Develop a project communications plan
2. Code	ITSWPM516A
3. Range	Develop a detailed project communications plan to ensure timely and appropriate communication of project information [Project Management – Project Communications Management]
4. Level	5
5. Credit	2
6. Competency	<p style="text-align: right;"><u>Performance Requirement</u></p> <p>6.1 Understand the needs for effective communications</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ identify the benefits of effective communications in managing a project ▪ recognise potential barriers to effective communications <p>6.2 Conduct communications planning</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ determine the detailed information requirements from the project stakeholders and the project/organization ▪ establish a project information storage system ▪ document stakeholder logistics issues ▪ identify external information needs ▪ determine format of the information needs ▪ develop feedback routines to ensure two-way communications ▪ identify the immediacy of the need ▪ determine the technologies or methods used to transmit information ▪ identify the project team experience in order to conduct communications technology-related training ▪ identify the methods needed to transmit non-routine communications ▪ determine the requirements for project time reporting ▪ select a suitable time-reporting mechanism ▪ determine policies, systems, and procedures of controls for documents and facilities ▪ articulate the purpose, composition, derivation and quality criteria for the project communication in the context with the project stakeholders and the team members <p>6.3 Develop an achievable project communications plan</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ establish project status reporting process and cycle ▪ develop a project communications plan for management
7. Assessment Criteria	The integrated outcome requirement of this UoCs are the abilities to set up and confirm the following: (i) communication and information distribution channels; (ii) main interface between project team and user team; and (iii) reporting frequency.
Remark	