

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

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|------------------------|--|---|
| 1. Title | Conduct project performance reporting | |
| 2. Code | ITSWPM517A | |
| 3. Range | Review and report project performance against agreed specification and make follow up recommendation to ensure timely and appropriate communication of project information [Project Management – Project Communications Management] | |
| 4. Level | 5 | |
| 5. Credit | 2 | |
| 6. Competency | <p>6.1 Understand performance requirements in a project</p> <p>6.2 Conduct project performance reporting</p> <p>6.3 Evaluate effectiveness of performance</p> | <p><u>Performance Requirement</u></p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ locate the requirement specifications from project definition document ▪ identify the stakeholders (e.g. sponsors, business users/customers, vendors, and suppliers) relevant to performance reporting ▪ note the inputs and outputs format in various reports <p>Be able to</p> <ul style="list-style-type: none"> ▪ implement project performance reviews for management ▪ generate and disseminate progress related data for reporting functions in progress assessment (see Remark 1) ▪ create change requests based on performance reports for approval from management and stakeholders <p>Be able to</p> <ul style="list-style-type: none"> ▪ monitor compliance to ensure that timely and accurate data are available ▪ manage and escalate project issues as they arise through project organization hierarchy (see Remark 2) |
| 7. Assessment Criteria | The integrated outcome requirements of this UoCs are the abilities to: (i) monitor and control project performance; and (ii) resolve problems through effective communication. | |
| Remark | <p>1. Progress related data are status or progress on schedule, issues, risk items, change requests, highlights, Phase end, check point, exception or forecast reports to appropriate stakeholders, e.g., variance, trend, earned value, etc.</p> <p>2. Examples of project issues are ad-doc meeting in case of problem, documented impact analysis, proposed solutions for executives' decision and change control according to agreed procedures.</p> | |