

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

1. Title	Conduct contract administration and contract monitoring	
2. Code	ITSWPM525A	
3. Range	Conduct contract administration and contract monitoring [Project Management – Project Procurement and Contract Management]	
4. Level	5	
5. Credit	5	
6. Competency	<p>6.1 Have knowledge on contract / procurement control</p> <p>6.2 Follow the contract administration</p> <p>6.3 Monitor the contractor's performance meets the contractual requirements</p> <p>6.4 Manipulate change requests</p> <p>6.5 Arrange payment to the contractor</p>	<p><u>Performance Requirement</u> Be able to use the appropriate tools and techniques utilized for controlling contracts/procurements</p> <p>Be able to carry out project management processes including</p> <ul style="list-style-type: none"> ▪ project plan execution – to authorize the contractor's work at the appropriate time ▪ performance reporting – to monitor contractor cost, schedule and technical performance ▪ quality control – to inspect and verify the adequacy of the contractor's product <p>Be able to make integration and coordination at multiple levels of the outputs from different processes and from different sellers</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ ensure that changes are properly approved and those with a need to know are aware of such changes ▪ update the contract for any legal implications of actions taken due to changes <p>Be able to follow the payment terms as defined in the contract as well as trace the linkage between progress made and compensation paid</p>
7. Assessment Criteria	<p>The integrated outcome requirements of this UoCs are the abilities to:</p> <p>(i) execute the contract administration processes for ensuring the contractor's performance meets with the requirement stipulated in the contract;</p> <p>(ii) manage changes in the contracts; and</p> <p>(iii) be acutely aware of the legal implications of actions taken when administrating the contract.</p>	
Remark		