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

1. Title	Prepare a project charter and kick-off package as well as information
2. Code	ITSWPM602A
3. Range	Prepare a project charter and kick-off package as well as information such as various project interfaces so that projects are well prepared at the start. [Project Management – Project Integration Management]
4. Level	6
5. Credit	1
6. Competency	<table><tr><td colspan="2">Performance Requirement</td></tr><tr><td>6.1 Understand the requirements of a project charter and project interfaces</td><td>Be able to define the primary components of the project charter and project interfaces</td></tr><tr><td>6.2 Develop the project charter and kick-off package in accordance with the organisation's requirements</td><td>Be able to ▪ produce a project charter that formally documents and links the project to the ongoing work of the organisation and in accordance with the organisation's guidelines ▪ provide details of the purpose, composition, derivations and quality criteria of the project mandate ▪ define the responsibilities of the project manager and other organisational managers ▪ identify how project budget concerns and resource availability affect the project and how to interface with the project sponsor or others ▪ define project phases of the project life cycle ▪ establish project purpose, description, assumptions and constraints ▪ define project business benefits and benefit measurements ▪ define critical success factors of the project ▪ identify project stakeholders, i.e. sponsors, key users/customers, team members, suppliers, etc.</td></tr><tr><td>6.3 Identify project interfaces</td><td>Be able to ▪ identify organisational, processes and technical interfaces ▪ define the basic inputs and outputs</td></tr><tr><td>6.4 Conduct kick-off meeting</td><td>Be able to organise and conduct the project kick-off meeting in accordance with the organisation's guidelines and practices</td></tr><tr><td>6.5 Develop the project charter and project interfaces in a professional way</td><td>Be able to ▪ produce the project charter and project interfaces in an efficient and effective manner ▪ obtain approval from sponsors for the project charter and project interfaces</td></tr></table>
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) produce project charter and project interfaces that are approved by sponsors; and (ii) conduct a kick-off meeting before the start of the project.
Remark	