

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

1. Title	Prepare initial project plan	
2. Code	ITSWPM603A	
3. Range	Prepare an initial project plan to be used as the baseline for project execution so that various elements of a project are better coordinated [Project Management – Project Integration Management]	
4. Level	6	
5. Credit	2	
6. Competency	<p>6.1 Comprehend the different methodologies for project plan development</p> <p>6.2 Conduct project plan development</p> <p>6.3 Establish the Project Management Team, Program/Project organisation and the alternative structures as needed</p> <p>6.4 Define project governance and steering organisation</p>	<p><u>Performance Requirement</u></p> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ understand the different methodologies available for project plan development</li> <li>▪ describe the differences between dynamically updating the project plan and preserving the project performance measurement baseline</li> </ul> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ determine the project plan development methodology that best suits the organisation</li> <li>▪ identify the project stakeholders (such as, sponsors, business users/customers, team members, vendors, and suppliers) and project/organisation responsibility relationships</li> <li>▪ identify the interface points with other projects within the organisation</li> <li>▪ develop a stakeholder management plan</li> <li>▪ define and utilize a Project Management Information System to assist in the gathering, integration, interpretation, and dissemination of the inputs and outputs of all project processes</li> <li>▪ identify and develop an integrated project plan (see Remark)</li> <li>▪ determine the overall project management plan for use in managing and controlling project execution</li> </ul> <p>Be able to provide an overview of the organisation components and the team structure for the project</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ appoint project board executive or steering committee</li> <li>▪ create or identify the project governance body</li> </ul>

	<p>6.5 Design controls for the project</p> <p>6.6 Develop initial project plan in a professional way</p>	<p>Be able to</p> <ul style="list-style-type: none"> <li>▪ focus on design and development planning</li> <li>▪ identify the organisational and technical interfaces, i.e. define and design input, output, review, verification, validation and changes</li> </ul> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ develop an initial project plan in an efficient and effective manner, and in accordance with the adopted project plan development methodology</li> <li>▪ obtain the approval from stakeholders</li> </ul>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirement of this UoCs is the ability to:</p> <p>(i) produce a project plan in accordance with the adopted project plan development methodology; and</p> <p>(ii) obtain the approval from stakeholders.</p>	
<p>Remark</p>	<p>The integrated project plan includes:</p> <ol style="list-style-type: none"> <li>a) Project charter;</li> <li>b) Scope statement;</li> <li>c) Work breakdown structure (WBS);</li> <li>d) Responsibility assignments;</li> <li>e) Schedules;</li> <li>f) Milestones;</li> <li>g) Key staffing requirements;</li> <li>h) Budgets;</li> <li>i) Performance measurement baselines;</li> <li>j) Lists of key risks;</li> <li>k) Risk response plans;</li> <li>l) Management review plans outlining the project management approach;</li> <li>m) Project execution plan; and</li> <li>n) Other subsidiary management plans.</li> </ol>	