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

| 1. Title | Monitor and control project execution |
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| 2. Code | ITSWPM605A |
| 3. Range | Monitor and control project execution, and update the project plan accordingly so that all elements of the project are properly carried out<br>[Project Management – Project Integration Management] |
| 4. Level | 6 |
| 5. Credit | 1 |
| 6. Competency | <table><tr><td>6.1 Understand the requirements of integrated change control</td><td>Performance Requirement<br>Be able to<br>• understand change request procedures and documentation<br>• understand the functions of change control board or other governing bodies<br>• understand change management procedures<br>• have knowledge of change control system<br>• understand configuration management procedures</td></tr><tr><td>6.2 Conduct integrated change control</td><td>Be able to<br>• verify that a change has occurred<br>• determine that a change is needed and the change request documentation has been properly completed in accordance with the defined procedure<br>• adhere to the steps by which official project documents may be changed<br>• determine whether variances from the plan require corrective actions, need new or revised cost estimates, result in a modification of activity sequences, or require the development of additional risk response alternatives<br>• utilize the powers and responsibilities of the change control board or other governing bodies<br>• document and implement procedures to process changes that may be accepted without prior change control board review or other governing body<br>• employ proactive, structured change management procedures to properly influence a variety of project stakeholders<br>• utilize the organisation's change control system<br>• complete project plan modifications, including integration with various project baselines<br>• utilize configuration management or equivalent procedures to integrate change across all areas of the project<br>• provide definition on the process, authority levels, integrity of change (see Remark 1)</td></tr></table> |

| | 6.3 Direct a project with the focus on controlling project work | Be able to<br>• provide controls overview<br>• define controls for project start-up, progress and closure<br>• review and assess project progress and status, and report highlights<br>• capture, examine and escalate project issues<br>• take corrective actions |
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| | 6.4 Conduct integrated change control in a professional way | Be able to<br>• perform the activities of integrated change control in an efficient and effective manner<br>• obtain approval from stakeholders |
| 7. Assessment Criteria | The integrated outcome requirements of this UoCs are the abilities to:<br>(i) monitor and control the execution of project plan in accordance with the project plan developed; and<br>(ii) manage changes in accordance with the organisation's change request procedure. | |
| Remark | 1. Integrity of change includes but not limited to:<br>   a) Benefit/business case driven<br>   b) Risk log<br>   c) Time/cost/risk function balance; and<br>   d) Whether the change is part of a business program.<br><br>2. Co-requisites: ITSWPM607A, ITSWPM504A, ITSWPM508A, ITSWPM510A, ITSWPM520A. | |