

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

1. Title	Develop a project schedule	
2. Code	ITSWPM609A	
3. Range	Develop a project schedule as the baseline for project execution in order to ensure timely completion of a project [Project Management - Project Time Management]	
4. Level	6	
5. Credit	4	
6. Competency	<u>Performance Requirement</u>	
	6.1 Understand the sequence of activities	<p>Be able to</p> <ul style="list-style-type: none"> ▪ identify inputs to activities and their arrival sequence ▪ know the characteristics of tools useful for scheduling
	6.2 Conduct Activity Definition	<p>Be able to</p> <ul style="list-style-type: none"> ▪ create an activity list using decomposition to the preliminary project management plan down to the lowest level of the Work Breakdown Structure (WBS) ▪ identify the appropriate level of WBS detail for the activity list ▪ determine the inputs to the project activity definition process ▪ validate the WBS by ensuring that performing all activities is within the project scope and that the WBS is correct ▪ utilize activity lists to verify that all activities are within the project scope and that the WBS is correct ▪ identify missing deliverables or deliverables requiring clarification, using the WBS as part of the verification process
	6.3 Conduct Activity Sequencing	<p>Be able to</p> <ul style="list-style-type: none"> ▪ determine interactivity dependencies ▪ Identify the relationships between project activities for activity sequencing ▪ identify and document the types of interactivity dependencies within the project ▪ construct a project network diagram ▪ identify appropriate diagramming techniques ▪ determine inputs to the activity sequencing process ▪ complete activity lists and WBS updates, as well as updates of related supporting documentation ▪ define missing activities or activities requiring clarification in the activity list during the development of the project network diagram

	6.4 Conduct activity duration estimating	Be able to <ul style="list-style-type: none"> ▪ develop activity duration estimates for project scheduling using various tools, such as analogous estimation techniques ▪ estimate the number of work periods and possible work duration ranges ▪ utilize simulation technique to study the time behaviour of different work flows ▪ document the basis for activity duration estimates ▪ develop activity duration estimates
	6.5 Conduct Schedule Development	Be able to <ul style="list-style-type: none"> ▪ formulate project and resource calendars ▪ identify activity leads, lags and constraints ▪ determine inputs to the project schedule development process ▪ select and apply appropriate mathematical analysis, e.g., critical path method ▪ identify the needs for applying various program evaluation and review techniques such as Program Evaluation and Review Technique ▪ understand the advantages and disadvantages of the different types of project schedule formats ▪ determine the completeness of a project schedule ▪ develop a schedule management plan, including establishing a schedule baseline, documenting how schedule variances will be managed, identifying schedule change control system procedures, and defining appropriate performance measures ▪ produce a baseline project schedule
	6.6 Exercise professional judgement	Be able to exercise professional judgement in estimation of the duration
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: <ol style="list-style-type: none"> (i) decompose the preliminary project management plan into manageable modules and cross check the details for completeness within project boundary; and (ii) develop a project schedule as the baseline for project execution. 	
Remark		