

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Information Technology

Title	Manage IT projects
Code	105113L6
Range	This unit of competency (UoC) is applicable to staff responsible for IT management in the retail industry. It covers the abilities to critically analyze, synthesize and extend information technology; manage IT projects properly according to corporate policy; and provide consultation and support for colleagues and customers on related IT projects in order to achieve the business goals and mission of the organization.
Level	6
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge of IT project management <ul style="list-style-type: none"> • Master the details of the organization’s IT projects in operation or to be launched • Understand IT project management activities • Understand IT project quality assurance activities • Understand methods for the management and quality assurance of different IT projects, e.g.: <ul style="list-style-type: none"> • PMP (Project Management Professional) • PRINCE2 (Projects in Controlled Environments) • Understand IT project management tools • Understand IT project quality assurance tools • Master the latest development in IT and project management 2. Manage IT projects <ul style="list-style-type: none"> • Implement the organization’s IT projects e.g. e-business and e-trading solutions • Plan the management activities for these IT projects • Implement IT project management tasks • Use the management and quality assurance tools to manage the planned IT project activities • Carry out the related IT project activities for the organization with maximum efficiency • Use appropriate tools in project quality assurance to achieve the organization’s business goals and mission • provide consultation and support for colleagues and customers on the IT projects • Assess the security risks of the IT projects and give suggestions to enhance protection • Plan and implement contingency plans to deal with accidents that may occur to the existing IT projects • Assess the performance of the IT projects and identify areas for improvement 3. Exhibit professionalism <ul style="list-style-type: none"> • Strictly comply with corporate policy during the management of the IT projects • Prevent in a professional manner any abuse of power or corrupt conduct by using the vulnerabilities of the IT projects
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Ensure the management of all IT projects of the organization; and • Ensure that the business goals and mission of the organization can be achieved ultimately with the support of different IT projects.
Remark	