

Overview

IT Project Management involves the competencies required to plan, execute, deliver, monitor and control all the activities and tasks required during an IT project to meet its stated objectives.

This standard covers the overall strategy, management, planning and coordination of IT projects.

Performance criteria

You must be able to:

1. Allocate the management roles and responsibilities that need to be undertaken for delivering an IT project
2. Establish an IT project office to manage project information in line with organisational requirements
3. Monitor the resource requirements of IT projects to maintain both capability and capacity to deliver project products in line with organisational requirements
4. Select the project management approach according to business and project requirements
5. Negotiate and contract with external providers of project related products and services in line with organisational standards
6. Establish project quality management standards and processes to continuously improve project work and correct project defects
7. Conduct quality audits for IT projects in line with organisational procedures
8. Review and authorise project budgets against organisational financial controls
9. Approve requests for projects and assign the project manager to best deliver against project objectives

Knowledge and understanding

You need to know and understand:

1. The organisation's strategy, policies and standards relating to IT project management
2. The relationship between the management of an individual IT project and the overall business strategy and management
3. The professional codes of practice and conduct that relate to the planning and execution of IT projects
4. The possible legal implications of an IT project, including those relating to health and safety
5. The need to consider contract law relating to an IT project, including its impact on intellectual property rights, penalty clauses and damages
6. Analyse and interpret information relating to the probability and impact of potential risks across the organisation
7. The process for obtaining approval for plans by project sponsors
8. The external environment within which IT projects are operating
9. The factors involved in prioritising competing customer project requirements
10. The methods that can be used to estimate future risks and opportunities
11. The procedures to follow when reviewing project quality assurance
12. The need to take action in the event of projects failing to meet the required levels of quality

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Establish and lead IT projects

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