

**Overview**

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

This standard covers the activities that the project manager and project team need to consider during project initiation. This includes the business case setting out why the project should be approved and the benefits gained by undertaking the project. This also includes defining the project scope and identifying and evaluating project risks.

Initiate an IT project

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**Performance criteria**

*You must be able to:*

1. Agree the scope and objectives of the IT project with project sponsors
2. Assess the IT project requirements with project stakeholders in order to create a requirements specification
3. Agree the key deliverables for the IT project to meet its stated objectives
4. Develop business cases, project briefs, and project initiation documents to gain commitment of resources for the first stage of the project
5. Develop project budgets, project resource plans and project communications plans in line with organisational standards
6. Allocate the roles and responsibilities of the team required to deliver the project objectives
7. Communicate the project management methodology to project teams and stakeholders, in line with organisational procedures

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## Knowledge and understanding

*You need to know and understand:*

1. The organisation's strategy, policies and standards relating to IT project initiation activities
2. The background information on IT project purpose and the stakeholders involved
3. The need to define project objectives
4. The procedures to follow to prepare a detailed IT project overview of the project for stakeholders
5. The project governance and reporting framework operating in the organisation
6. The need to document and confirm that an acceptable business case exists to proceed with the project
7. The need to establish a stable management basis on which to proceed with the project
8. The need to gain commitment from project sponsors and stakeholders prior to commencement of the project work
9. The need to agree to the commitment of resources for the first stage of the project
10. That project initiation provides the baseline for the decision-making processes required during the IT project's life

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**Relevant Occupations** Information and Communication Technology; Information and Communication Technology Officer; Information and Communication Technology Professionals

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**Suite** IT and Telecoms

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