

## 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 IT project office function, providing the administrative support to project sponsors, decision makers, and stakeholders involved in the program for effective decision making.

## Performance criteria

- You must be able to:*
1. Create a project office repository to store all documentation for a project, including:
    - 1.1 the project plan
    - 1.2 the list of milestones and deliverables
    - 1.3 the risk log
  2. Record IT project progress following performance reporting guidelines
  3. Prepare and distribute project documentation to project team members and stakeholders in line with organisational standards
  4. Refer any quality issues concerning the documentation used in a project to those responsible, in line with organisational standards
  5. Investigate performance issues to provide clarification for the project manager
  6. Prepare reports on project progress for communication to project stakeholders

## Knowledge and understanding

*You need to know and understand:*

1. The importance of accurately documenting the stages of IT projects
2. The stages of the IT project life cycle and procedures for sign off at each stage
3. The aims and objectives of the IT project
4. The roles and responsibilities of individuals involved in the project team
5. The need to source, gather, collate and record relevant IT project information
6. The procedure to follow for managing changes and revisions to project documentation
7. The internal quality standards and procedures that apply to project documentation
8. The standard tools used in IT project planning and control
9. The procedures, guidelines and standards relating to IT project management
10. Where the documentation related to an IT project will be stored

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Maintain IT project based documentation

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Technology Professionals

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**Suite**

IT and Telecoms

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**Keywords**

Project office, project management

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