

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 planning of activities, resourcing, risk, cost control, communications and quality management. It includes developing and maintaining project schedules and other project support activities.

Performance criteria

You must be able to:

1. Develop and maintain IT project plans and schedules in line with organisational standards
2. Assess the project activities, dependencies and deadlines to inform project planning
3. Agree the project deliverables and their quality requirements with stakeholders
4. Allocate the resources needed to deliver project objectives
5. Estimate the project costs to agree the project budget
6. Create a project risk plan to record responses to mitigate the impact of each project risk
7. Communicate the project plan to project stakeholders

Plan an IT project

Knowledge and understanding

You need to know and understand:

1. The organisation's strategy, policies and standards relating to project planning and scheduling activities
2. The factors involved in preparing project plans and schedules
3. The project planning tools, including a Gantt chart, PERT chart, Work Breakdown Structure, RAID log
4. The dependencies that exist between different project activities
5. The need to identify and monitor project risks
6. The factors involved in estimating the human and physical resources required to deliver an IT project
7. The links and dependencies in projects required to schedule project deliverables
8. The procedures to follow to allocate roles with clear lines of responsibility and accountability
9. The importance of clear communication with project stakeholders

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