

Appendix A

Student name	
Student ID number	
Assessment number	2 of 3
Assessment title	Scope the activities of a complex information and communications technology (ICT) project.
Unit codes and titles	ICTPMG501 – Manage ICT projects (Releases 1)

Appendix A must be used to document the evidence required for assessment.

1. Choose an ICT project:

- you will need to execute the project in PART D
- your trainer/ assessor may choose an ICT project on your behalf
- seek advice from your trainer/ assessor before you complete this task
- describe the ICT project and identify the benefits in Appendix A

Describe the ICT project you will execute in PART D and identify the potential benefits of the project (50-100 words)

We will be executing an automated recruitment system for Momentum Qualified (MQ). MQ is a recruitment company specializing in ICT staffing and recruitment. The system will streamline the process of matching candidate skills and availability to clients by automating resume and job description analysis. The project will also enable candidates to update their profiles through a secure web portal, reducing manual data entry and making the process faster.

The project will increase efficiency by:

reducing the time recruiters spend on manual matching by having the system be automated.

improve data accuracy,

enhance security,

enable MQ to secure more placements,

increasing revenue.

It will also support the scalability of their business and provide better candidate engagement.

2. Investigate, interpret and confirm the requirements in relation to:

- rules, project governance policies and procedures and values that will apply

Identify at least two rules by name and list the key steps required to ensure compliance – an example of a suitable response is included

Rules	Key steps required to ensure compliance
<i>ICT rules of use</i>	<i>Make sure all systems are password protected Delegate access levels</i>
<i>Australia's Privacy Act 1988</i>	<i>Ensure that all candidate and client data is collected with their informed consent and that they are aware of how their data will be used.</i>

Australian Cyber Security Centre

Develop and maintain a detailed incident response plan to address any cybersecurity incidents, such as data breaches or hacking attempts.

Identify at least two project governance policies and procedures you could consider using and list the key steps required to ensure compliance, e.g. project selection process/criteria, line of authority/reporting etc.

Project governance policies and procedures	Key steps required to ensure compliance
<i>4.3 The approach to project management is based on PMBOK the (Project Management Body of Knowledge)</i>	<i>Apply the PMBOK strategies and follow the PMBOK format of: Initiating, planning executing, monitoring and closing.</i>
<i>4.5 All projects must be approved by the Project Sponsor.</i>	<i>The Project sponsor must be held by a member of the executive board. Ensure that all projects are approved by this person through meetings.</i>

- expected outcomes

Complete the table and include the expected project outcomes – be specific wherever possible

<p><i>What – what are the expected outcomes:</i></p> <ul style="list-style-type: none"> • <i>for the business – what are the key performance indicators?</i> • <i>for users – what are the key requirements?</i> • <i>for solutions – how should the system behave, what should it do?</i> • <i>for reliability, testability, maintainability and availability/accessibility?</i> • <i>for migration – how will the business transition from old systems to a new system?</i> 	<p><i>_for business</i></p> <p><i>. Increased Placement Efficiency: Reduction in the time taken to match candidates with job opportunities (target: same-day matches).</i></p> <p><i>. Revenue Growth: Increase in the number of weekly permanent and contract placements (4 more permanent and 5 more contract placements per week).</i></p> <p><i>_For users</i></p> <p><i>. Ease of Use: The system must be simple for recruiters to input job details and candidates to update profiles, ideally taking less than 20 minutes.</i></p> <p><i>. Security: Users' personal information must be protected with strong security measures, such as encryption and multi-factor authentication.</i></p> <p><i>-for solutions</i></p> <p><i>. Automated Matching: The system should automatically match candidates to job descriptions based on skills, capabilities, and availability.</i></p> <p><i>. Profile Management: Allow candidates to create and update their profiles via a web portal.</i></p> <p><i>. Data Validation: Ensure all input data is validated for accuracy and completeness before being saved.</i></p> <p><i>_for migration</i></p> <p><i>. Data Migration: Existing candidate and job description data from the old system should be securely transferred to the new system.</i></p> <p><i>. Training: Staff will receive training on how to use the new system, ensuring a smooth transition.</i></p>
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Where – where will you execute the project?	The project will be executed remotely , as the system will be developed and integrated via a web portal on Momentum Qualified's existing website
When – When is the expected closure date?	Expected closure date is 14/11/2024
How – what project management methods and tools will you use?	The project will utilize the Agile project management methodology to allow for flexibility and iterative development. ensure regular feedback from stakeholders and users, adjustments throughout the process.
Why – what problems and issues will you aim to address by executing the project? Or what opportunities does the project hope to take advantage of?	The project aims to address inefficiencies in the current manual recruitment process, where recruiters spend significant time matching candidate skills with job descriptions, leading to delays and lost placements .

- the identity and role of the person you should report to

Document the name, role and contact details for the person who will own and be accountable for the system once the project is completed.

Name	Role	Contact details
Praxis Barnes	Director and founder	Discussion on Canvas for this project

3. Identify the problem or the reason/s for planning and executing the ICT project

What is the purpose of the ICT project – what problems or opportunities will the project address?

What is the problem?	How do you know?
-Delays in matching candidates	It is detailed in the project brief and through discussions with the client.

4. Develop a project charter including:

- a preliminary statement of the project scope
 - a list of objectives
 - a list of deliverables
- 4.1 Ask your trainer/ assessor or an authorised person to approve it

Submit the approved project charter as evidence for assessment.

5.

Conduct a feasibility study and include the following elements:

- an executive summary
- a description of the ICT project
- technology considerations
- a financial assessment and cost benefit analysis
- a list of legal or procedural considerations
- an assessment of the potential risks
- an assessment as to whether the project will meet organisational needs by solving problems and/or taking advantage of identified opportunities
- proposed schedule

Submit the feasibility study as evidence for assessment.

6. Submit this business case to relevant person and/or Trainer/Assessor and respond to the feedback

Submit the following documents as evidence for assessment:

- one completed Appendix A
- one approved project charter
- one feasibility study