ICASAS422A Scope implementation requirements

Release: 1

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Modification History

Release	Comments
Release 1	This Unit first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to define boundaries and deliverables of a system installation project in the context of an overall implementation plan.

The unit relates to implementation at one location although may involve building-wide implementation. It is not intended that this unit include implementation of multiple sites across cities, states or countries.

Application of the Unit

This unit applies to systems designers who are required to plan future development projects.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

Elements and Performance Criteria

1. Determine scope	1.1 Review *project plan* and other documentation
	1.2 Determine installation requirements
	1.3 Identify other implementation issues
2. Confirm scope with parties	2.1 Develop and document preliminary *project scope* and submit to *appropriate person*
	2.2 Review requests for revision to scope
	2.3 Identify areas for further development
	2.4 Prepare implementation plan and forward to appropriate person
3. Update plans to account for scope	3.1 Review implementation plan, taking into account scope of system
	3.2 Review key dates and events to determine if conflicts exist
	3.3 Confirm revised plans and documents with appropriate person for final approval and sign-off

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to determine installation requirements and other implementation issues
- communication skills to liaise with client users
- literacy skills to prepare technical documentation to determine installation requirements
- planning and organisational skills to:
  - deal with contingencies
  - review and confirm implementation
  - scope and plan the project
- problem-solving skills to participate in the development of strategic initiatives, such as when implementation areas to be developed further are identified with project team
- technical skills to use project-management software.

Required knowledge

- broad knowledge of:
  - client business domain
  - information technology (IT) related services and issues
  - possible legislative requirements relating to cabling and building preservation
  - role of stakeholders and degree of stakeholder involvement
  - vendor product directions
- detailed knowledge of:
  - current industry-accepted hardware and software product
  - prerequisites needed for system installation
  - vendor specifications and requirements for installation.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • identify and convey a clear understanding of project deliverables, boundaries and roles • plan and document an implementation approach, having regard to implementation drivers, measures of success, implementation by functional area and coordination.
Context of and specific resources for assessment	Assessment must ensure access to: • appropriate learning and assessment support when required • modified equipment for people with special needs • project documentation • staff, resources and technical equipment.

Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:
	
	• analysis of candidate's organisational documents that relate to:
	    • implementation approach
	    • implementation drivers
	    • measures of success
	    • implementation by functional area
	    • implementation coordination
	• review of project plan and client expectations brief prepared by candidate
	• verbal or written questions to determine candidate's knowledge of scope.

Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined

	with targeted questioning to assess required knowledge.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Project plan may include a number of project variables, including:	• parties and their responsibilities • budget • objectives • schedule • scope.
Project scope may include:	• customer acceptance criteria • description of outcomes (deliverables) • equipment and software to be installed • financials • milestones and timeline • project constraints • project objectives • resources required • roles of involved parties.
Appropriate person may include:	• authorised business representative • client • supervisor.

Unit Sector(s)

Systems administration and support