ICPPRN552 Manage digital workflow

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to manage digital workflow from concept stage to completion and delivery of a final product for publication. The final product may be paper based or electronic.

This unit applies to individuals responsible for managing and optimising a digital workflow in a range of commercial environments.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Printing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine job resource requirements	1.1 Job requirements are correctly interpreted from client brief or job information
	1.2 Scope of required human, financial and physical resources is identified based on job information
	1.3 Costs are estimated according to chosen pricing models and estimating practices
	1.4 Budget plans are established and checked against estimations to deliver accurate, documented costing
	1.5 Scheduling and time management is integrated into project planning and monitoring
	1.6 Human resources are incorporated within project framework

ELEMENT	PERFORMANCE CRITERIA
	1.7 Business transactions are undertaken ethically and according to law
2. Plan digital production workflow	2.1 Workflow stages are identified to determine sequencing
	2.2 Workflow is sequenced for optimum production efficiency and job quality
	2.3 Technical processes and protocols are integrated into the workflow
	2.4 Need for new sequences is evaluated according to job requirements and feasibility tests
	2.5 Evaluation mechanisms are incorporated at key stages of work
	2.6 Workflow is documented according to project needs and enterprise requirements
3. Monitor workflow and resources	3.1 Work processes and progress are monitored against plans
	3.2 Colleagues are assisted to achieve outcomes with technical and other support
	3.3 Actual job costs are documented and monitored against budgets, and variations are communicated to appropriate people
	3.4 Need for variations is identified and adjustments made as required
4. Finalise job	4.1 Job is completed with required outcome achieved within designated timeframes and costs
	4.2 Estimated and actual costs are reviewed and used to inform future planning
	4.3 Efficiency and quality of outcomes are evaluated and findings incorporated for future planning

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4	• Comprehends and analyses information from a range of sources to establish scheduling requirements

Writing	1.4, 2.6, 3.3	• Drafts, develops and documents plans and work documents using appropriate formats
Numeracy	1.3, 1.4, 1.7, 2.2, 3.1, 3.2, 4.2	• Performs calculations needed to create and manage schedules and budgets • Compares estimated against actual costs
Navigate the world of work	1.3, 1.4, 1.7	• Understands and complies with legislative and ethical requirements
Interact with others	3.3	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction
Get the work done	1.1-1.6, 2.1-2.5, 3.1-3.3, 4.1-4.3	• Develops plans to manage relatively complex tasks with an awareness of how they contribute to broader goals • Monitors and evaluates results against stated goals, adjusting plans where necessary • Systematically gathers and analyses all relevant information and evaluates options to make decisions about production processes • Identifies and addresses problems that may impact on successful adoption of production processes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPPRN552 Manage digital workflow	ICPPR552A Manage digital production workflow	Updated to meet Standards for Training Packages Content re-ordered and re-worked for clarity Renamed to reflect industry practice	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d

PwC's Skills for Australia