



**Australian Government**

# **BSBTEC601 Review organisational digital strategy**

**Release: 1**

## BSBTEC601 Review organisational digital strategy

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

### Application

This unit describes the skills and knowledge required to review an organisation's digital strategy and assess whether it is fulfilling its objectives according to relevant performance indicators.

The unit applies to individuals who are responsible for reviewing the operation and effectiveness of an organisation's digital strategy to ensure the strategy remains according to organisation's objectives.

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

### Unit Sector

Digital Competence - Technology Use

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Develop plan for review of digital strategy	1.1 Obtain and interpret information on organisation's policies, procedures and objectives related to digital strategy 1.2 Develop a review methodology 1.3 Prepare review plan detailing established review criteria, organisational objectives and the information to be collected 1.4 Ensure approval of plan from relevant stakeholders
2. Collect review information	2.1 Source relevant information according to review plan 2.2 Organise, interpret and evaluate collected

ELEMENT	PERFORMANCE CRITERIA
	<p>information against established review criteria according to review plan</p> <p>2.3 Discuss issues interpreting information and address appropriately in consultation with relevant stakeholders</p> <p>2.4 Organise interpreted review information for analysis</p>
3. Analyse the collected information	<p>3.1 Analyse review information according to review plan</p> <p>3.2 Review and discuss outcomes and findings of the analysis with relevant stakeholders</p>
4. Determine review findings and outcomes	<p>4.1 Develop and discuss preliminary findings and any identified issues with relevant stakeholders</p> <p>4.2 Source additional information required to clarify aspects of findings and issues</p> <p>4.3 Prepare recommendations for actions to improve digital strategy</p>
5. Document and distribute outcomes and recommendations of review	<p>5.1 Prepare a draft report of the outcomes, findings and recommendations of digital strategy review according to review plan</p> <p>5.2 Distribute draft report to relevant stakeholders</p> <p>5.3 Edit the report based on the feedback obtained</p> <p>5.4 Proofread the report in preparation for distribution</p> <p>5.5 Present final report and obtain approval from authorised stakeholders</p> <p>5.6 Distribute final report to relevant stakeholders according to review plan</p>

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"> <li>Identifies, interprets, analyses or reviews complex texts from various sources to determine, organisational operations, specific requirements and responsibilities</li> <li>Checks documents for accuracy of content, grammar, spelling and punctuation</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Collates and compiles results of research and analysis using appropriate technical language and organisational formats</li> </ul>

SKILL	DESCRIPTION
	<ul style="list-style-type: none"><li>• Develops materials to convey information, requirements or recommendations using language and structure appropriate to the audience</li><li>• Composes and edits texts, selecting appropriate vocabulary and structure for audience and purpose</li></ul>
Self-management	<ul style="list-style-type: none"><li>• Responsible for following policies, procedures and legislative requirements</li></ul>
Planning and organising	<ul style="list-style-type: none"><li>• Plans, develops, implements and monitors processes for reviewing digital strategy performance</li></ul>
Technology	<ul style="list-style-type: none"><li>• Uses digital technologies and systems safely, legally and ethically to access, store and share information</li></ul>

## Unit Mapping Information

No equivalent unit. New unit.

Supersedes but is not equivalent to:

- BSBITA611 Configure and optimise customer contact technology
- BSBITB801 Implement advanced electronic technologies.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>