



Australian Government

Department of Education, Employment and Workplace Relations

ICAA5158B Translate business needs into technical requirements

Release: 1

ICAA5158B Translate business needs into technical requirements

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit defines the competency required to identify the needs of a business or business process and quantify those needs into technical requirements that will enable the business or process to meet expectation.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		
	ICAA4233B	Determine and apply appropriate development methodologies

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Compile business needs	1.1. Clarify the business <i>problem</i> and confirm information with <i>stakeholders</i> 1.2. Identify the vision, strategic mission and objectives of the business or business process 1.3. Identify key <i>stakeholders</i> and their <i>requirements</i> 1.4. Document business objectives and <i>problem</i> and confirm details with <i>appropriate person</i>
2. Determine technical requirements	2.1. Review and assess business <i>problems</i> , opportunities and objectives 2.2. Identify <i>technical requirements</i> in respect of input/output, interface, process flow or quality requirements 2.3. Develop business <i>solutions</i> in response to <i>problems</i> and <i>technical requirements</i> as identified 2.4. Investigate a range of supplier products to determine which one best meets <i>technical requirements</i> 2.5. Document results and make recommendations against business <i>requirements</i>
3. Secure signoff for technical requirements and solutions	3.1. Forward <i>technical requirements</i> and <i>solution</i> overview to <i>appropriate person</i> for feedback 3.2. Analyse feedback and incorporate change as required 3.3. Document changes and distribute to <i>appropriate person</i>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
<ul style="list-style-type: none"> • Website analysis • Information architecture • Use of site design software and hardware • User and supplier analysis • Organisational analysis

REQUIRED SKILLS AND KNOWLEDGE**Required knowledge**

- Website architecture
- Business process design
- Customer and business liaison
- E-business solutions and corporate strategy
- Implications of technology connectivity
- Documenting technical specifications
- Benchmarking
- Electronic Commerce Modelling Language

Evidence Guide

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 following is essential:

- Assessment must confirm the ability to understand a business 's needs and categorise them as input, output, interfaces, flow and measurement technical requirements that enable the technology to be further developed into a business solution.
- An effective set of requirements takes into account current and future technical needs where change is foreseeable.

To demonstrate competency in this unit the learner will need access to:

- Business current needs
- Project requirements
- A client expectations brief
- Business objectives
- Information on a range of IT business solutions
- E-business model
- Customer relationship model (CRM)

Context of and specific resources for assessment

The breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and coordination would be characteristic.

Assessment must ensure:

- self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.
- Applications involve participation in development of

EVIDENCE GUIDE	
	<p>strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team coordination may also be involved</p>
Method of assessment	<p>The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs. Additional guidance on these and related matters is provided in ICA05 Section 1.</p> <ul style="list-style-type: none"> • Competency in this unit should to be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency. • Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended</p> <p>An individual demonstrating this competency would be able to:</p> <ul style="list-style-type: none"> • Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas • Analyse and plan approaches to technical problems

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	<p>or management requirements</p> <ul style="list-style-type: none"> • Transfer and apply theoretical concepts and/or technical or creative skills to a range of situations • Evaluate information, using it to forecast for planning or research purposes • Take responsibility for own outputs in relation to broad quantity and quality parameters • Take some responsibility for the achievement of group outcomes • Maintain knowledge of industry products and services
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Range Statement**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.

Stakeholders may include:

- sponsor
- user
- development team
- project team

Requirements may be in reference to:

- business
- system
- platform
- application
- database
- network
- people in the organisation

Problem may be in reference to:

- business
- system
- application
- network or people in the organisation; there may be a business need or opportunity that needs to be addressed

RANGE STATEMENT	
<i>Technical requirements</i> may be in reference to:	<ul style="list-style-type: none"> • business • system • platform • application • database • network • people in the organisation
<i>Solution</i> may include but is not limited to:	<ul style="list-style-type: none"> • new hardware • hardware upgrades • new software • software upgrades • user training • implementing a new system • changes to network infrastructure • changes to security or privacy provisions • quality requirements • OH&S requirements • audit requirements • inventory management • an e-business/e-commerce solution
<i>Appropriate person</i> may include:	<ul style="list-style-type: none"> • supervisor • teacher • authorised business representative • client

Unit Sector(s)

Unit sector	Analyse and Design
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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