



Australian Government

Department of Education, Employment and Workplace Relations

ICASAD401A Develop and present feasibility reports

Release: 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>ICAI1 Information and Communications Technology Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to research and present a range of feasible scenarios to the client.

Application of the Unit

This unit applies to individuals required to investigate solutions to an information and communications technology (ICT) project, such as in a systems analyst role.

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
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Confirm client requirements	1.1 Analyse <i>client requirements</i> to determine <i>project</i> scope, and the problem or opportunity faced by the business 1.2 Document client requirements, project scope, <i>related problems</i> and <i>sources of information</i> 1.3 Confirm requirements and scope with the <i>client</i>
2. Develop high-level alternative scenarios	2.1 Compare future client requirements with current requirements 2.2 Develop and document feasible solutions for client requirements 2.3 Explore and document the <i>feasibility</i> of each <i>solution</i> 2.4 Examine alternatives against project <i>constraints</i>
3. Prepare and publish feasibility report	3.1 Develop a feasibility report that describes client requirements and project scope, analyses alternative scenarios, and provides recommendations 3.2 Submit feasibility report to <i>appropriate person</i> for project approval

Required Skills and Knowledge

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

Required skills

- analytical skills to identify, analyse and evaluate broad features of a particular business domain
- communication skills to:
 - liaise and negotiate with clients and colleagues
 - present information
- literacy skills to:
 - analyse and evaluate information and organisational requirements
 - apply financial modelling skills for identifying, analysing and evaluating a range of budget and other solutions
 - write business reports
- planning and organisational skills to:
 - determine project scope, time, cost and quality
 - scope communications and risk management
- research skills to locate and evaluate solutions to business requirement
- technical skills to:
 - identify, analyse and evaluate best practice in system development
 - interpret technical documentation.

Required knowledge

- client business domain
- detailed knowledge of the system's current functionality
- role of stakeholders and the degree of stakeholder involvement
- two or more current industry systems development methodologies.

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	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • identify services required • scope a project • develop solutions to client’s requirements that fit within the constraints • prepare a feasibility report.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • appropriate learning and assessment support when required • modified equipment for people with special needs • client requirements • report-writing template • client-expectations brief • information on a range of information technology (IT) business solutions • future organisational business processes • budgets for scenarios • outcomes of the business-analysis process.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct observation of a candidate analysing client’s requirements and presenting solutions • verbal and written questioning of candidate’s knowledge of the client requirements and the business context • review of a feasibility report prepared by the candidate.
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate.</p> <p>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.</p> <p>Indigenous people and other people from a non-English speaking background may need additional support.</p>

	In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.
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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.

<i>Client requirements</i> may include:	<ul style="list-style-type: none"> • applications • business opportunities • network • people in the organisation • problems with or opportunities for a business • system.
<i>Project</i> may include:	<ul style="list-style-type: none"> • business improvement process • systems-only change • ebusiness solution involving the total organisation or part of the organisation • projects involving a business undertaking a total organisational change • scope: <ul style="list-style-type: none"> • budget • feasibility • features • hardware • legal constraints • policy • resource • software • time.
<i>Related problems</i> may relate to:	<ul style="list-style-type: none"> • routine or non-routine problems that may affect the immediate work environment or project outcome, particularly related to meeting client requirements.
<i>Sources of information</i> may include:	<ul style="list-style-type: none"> • business strategy change management • current systems design project-management.
<i>Client</i> may include:	<ul style="list-style-type: none"> • clubs • external organisations • individuals • internal departments • internal employees.

<p>Feasibility may include:</p>	<ul style="list-style-type: none"> • economic and schedule feasibility as well as the principal inputs and outputs • expected improvements or impacts • operational feasibility • physical requirements of each solution • revenue and cost-benefits • risks • technical feasibility.
<p>Solution may include:</p>	<ul style="list-style-type: none"> • hardware upgrades • implementing a new system • new hardware • new software • software upgrades • user training.
<p>Constraints may include:</p>	<ul style="list-style-type: none"> • budget • hardware • legal constraints • policy • resource • software • time.
<p>Appropriate person may include:</p>	<ul style="list-style-type: none"> • authorised business representative • client • supervisor.

Unit Sector(s)

Systems analysis and design