**Australian Government**

**Department of Education, Employment and Workplace Relations**

# ICASAD506A Produce a feasibility report

**Release: 1**

**INDUSTRY SKILLS COUNCILS**
Creating Australia's Future

## ICASAD506A Produce a feasibility report

## 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 recommend the preferred scenario from a range of feasible options offered to the client.

## Application of the Unit

This unit applies to individuals performing a senior systems analyst role who are required to investigate solutions to an information and communications technology (ICT) project.

## 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. Confirm client requirements | 1.1 Confirm *client requirements* to determine *project* scope, and the problem context or opportunity faced by the business |
| | 1.2 Review documented client requirements, project scope, *related problems* and *sources of information* |
| | 1.3 Confirm requirements and scope with the *client* |
| 2. Examine and review alternatives | 2.1 Ensure that future client requirements are addressed |
| | 2.2 Research and document feasible solutions for client requirements |
| | 2.3 Ensure that the *feasibility* of each *solution* has been assessed, including *constraints* |
| 3. Prepare and publish feasibility report | 3.1 Ensure that the completed feasibility report covers client requirements, project scope and analysis of alternative scenarios |
| | 3.2 Confirm the recommendation of the preferred scenario |
| | 3.3 Present feasibility report to *appropriate person* for project approval |

# Required Skills and Knowledge

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

## Required skills

- analytical skills to:
  - analyse the results of feasibility tests applied to options
  - identify, analyse and evaluate details 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
  - review documents prepared by others
  - write business reports
- numeracy skills to:
  - apply financial feasibility analysis to options
  - evaluate the results
- planning and organisational skills to:
  - determine project scope, time, cost and quality
  - plan 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
- role of stakeholders and the degree of stakeholder involvement
- system's current functionality
- 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** | Evidence of the ability to:<br><br>• manage and review work done by others in the:<br>  • identification of required services<br>  • scope of a project<br>  • solutions to client's requirements that fit within the constraints<br>• review a prepared feasibility report. |
| **Context of and specific resources for assessment** | Assessment must ensure access to:<br><br>• contributions to a feasibility report<br>• client requirements<br>• report-writing template<br>• client expectations brief<br>• information on a range of IT business solutions<br>• future organisational business processes<br>• budgets for scenarios<br>• outcomes of the business-analysis process<br>• appropriate learning and assessment support when required<br>• modified equipment for people with special needs. |
| **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:<br><br>• direct observation of a candidate analysing client's requirements with their team<br>• verbal and written questioning to assess candidate's knowledge of:<br>  • client requirements<br>  • business context<br>  • factors required to present solutions<br>  • feasibility<br>  • financial modelling<br>• review of an approved feasibility report with contributions from the candidate's team. |
| **Guidance information** | Holistic assessment with other units relevant to the industry |

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| **for assessment** | 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.*

| | |
|---|---|
| ***Client requirements*** may refer to: | • applications<br>• business opportunities<br>• network<br>• people in the organisation<br>• problems with or opportunities for a business<br>• system. |
| ***Project*** may include: | • business improvement process<br>• ebusiness solution involving the total organisation or part of the organisation<br>• projects involving a business undertaking a total organisational change<br>• scope:<br>• budget<br>• feasibility<br>• features<br>• hardware<br>• legal constraints<br>• policy<br>• resource<br>• software<br>• time<br>• systems-only change. |
| ***Related problems*** may relate to: | • routine or non-routine problems that may affect the immediate work environment or project outcome, particularly relating to meeting client requirements. |
| ***Sources of information*** may include: | • business-strategic plans<br>• change-management plans<br>• current systems-design plans<br>• project-management plans. |
| ***Client*** may include: | • external organisation<br>• individual<br>• internal department<br>• internal employee. |

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| ***Feasibility*** may include: | • economic and schedule feasibility as well as the principal inputs and outputs<br>• expected improvements or impacts<br>• operational feasibility<br>• physical requirements of each solution<br>• revenue and cost-benefits<br>• risks<br>• technical feasibility. |
| ***Solution*** may include: | • hardware upgrades<br>• implementing a new system<br>• new hardware<br>• new software<br>• software upgrades<br>• user training. |
| ***Constraints*** may include: | • budget<br>• hardware<br>• legal constraints<br>• policy<br>• resource<br>• software<br>• time. |
| ***Appropriate person*** may include: | • authorised business representative<br>• client<br>• supervisor. |

# Unit Sector(s)

Systems analysis and design

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