



Australian Government

Department of Education, Employment and Workplace Relations

ICASAD607A Manage assessment and validation of IT solutions

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 determine the best IT solution and facilitate its implementation.

Application of the Unit

This unit applies to senior business analysts in medium to large organisations who assess and validate business processes, organisational structures, outsourcing agreements, software applications, and any other component of the solution to ensure that the overall solution delivers maximum value to stakeholders.

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. Assess proposed solution	1.1 Rank solution options on business value and advantages and disadvantages of alternatives 1.2 Generate and consider solution options and additional capabilities
2. Allocate requirements	2.1 Allocate requirements to <i>solution components</i> to maximise business value 2.2 Facilitate allocation of requirements to a specific project release, phase or iteration
3. Assess organisational readiness	3.1 Conduct cultural assessment 3.2 Conduct operational or technical assessment 3.3 Perform <i>stakeholder impact analysis</i>
4. Define transition requirements	4.1 Evaluate old system actual data and metadata 4.2 Develop options for managing ongoing work during transition to the new solution 4.3 Participate in organisational change-management recommendations or processes as required
5. Validate solution	5.1 Investigate <i>defective solution outputs</i> 5.2 Assess defects and issues
6. Evaluate solution performance	6.1 Realise value delivered by the solution 6.2 Validate solution metrics 6.3 Decide <i>solution replacement or elimination</i>

Required Skills and Knowledge

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

Required skills

- analytical and technical skills to conduct stakeholder impact analyses
- planning and organisational skills to plan and conduct solution assessment and validation activities
- analytical skills to rank solutions
- communication and facilitation skills to:
 - conduct interviews and workshops
 - participate in organisational change-management activities.

Required knowledge

- business environment with regard to proposed IT solutions
- techniques for assessing options and validating solutions
- organisational change management
- solution-performance metrics.

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"> • categorise benefits and disadvantages of various solution options • assess cultural impact of different solutions • compare transition requirements between solutions • analyse output variances between solutions • remove inappropriate solutions from list • recommend remaining solutions in priority order.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • documentation, including appropriate policies, current business analysis practices, tools and legislation • appropriate learning and assessment support when required • modified equipment for people with special needs.
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"> • evaluation of a simulated or workplace project in a medium to large enterprise • direct observation of the candidate carrying out business analysis work • verbal or written questioning to assess required knowledge and skills • review of reports and plans prepared for the projects • evaluation of a portfolio of the project work undertaken.
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> <p>In cases where practical assessment is used it should be combined</p>

	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>Solution components</i> may include:	<ul style="list-style-type: none"> • business policies and business rules • business processes to be performed and managed • people who operate and maintain the solution, including their job functions and responsibilities • software applications and application components used in the solution • structure of the organisation, including interactions between the organisation and its customers and suppliers.
<i>Stakeholder impact analysis</i> may include:	<ul style="list-style-type: none"> • changed costs • different interface • new workflow.
<i>Defective solution outputs</i> may include:	<ul style="list-style-type: none"> • inappropriate output • incorrect output • irrelevant output.
<i>Solution replacement or elimination</i> may include:	<ul style="list-style-type: none"> • adjustment of solution • necessity • ongoing cost versus initial investment • opportunity cost of pursuing alternative courses of action • removal of solution from option list • replacement of solution • sunk cost - the money and effort already committed to an initiative.

Unit Sector(s)

Systems analysis and design