



Australian Government

ICTICT601 Develop ICT strategic and action plans

Release: 1

ICTICT601 Develop ICT strategic and action plans

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to create strategic and action plans in alignment with organisational information and communications technology (ICT) goals and strategies.

It applies to individuals who work as senior ICT staff and who are required to develop strategies and action plans for implementation.

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

Unit Sector

General ICT

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 and communicate mission and vision statement	1.1 Develop a mission statement for the organisation that states the purpose, values and business activities 1.2 Develop a vision statement for the organisation that describes its future operation and success 1.3 Develop the mission and vision statements in active consultation with team members and management 1.4 Document mission and vision statements 1.5 Communicate mission and vision statement to stakeholders and other authorities in the organisation
2. Examine organisational	2.1 Assess the current internal situation of the organisation,

ELEMENT	PERFORMANCE CRITERIA
environment	<p>taking into account its strengths and weaknesses</p> <p>2.2 Assess the external environment of the organisation, taking into account opportunities and threats</p> <p>2.3 Determine trends and developments impacting on the strategic direction of the organisation</p> <p>2.4 Determine critical issues facing the organisation</p> <p>2.5 Document strengths, weaknesses, opportunities, threats (SWOT) and critical issues facing the organisation in the strategic plan</p>
3. Set objectives and targets	<p>3.1 Use critical issues to develop objectives and targets for the organisation after active consultation with team members and management</p> <p>3.2 Develop strategies that meet organisational objectives and reflect overall organisational mission and values</p> <p>3.3 Ensure strategies are obtainable, realistic and able to meet basic mission critical parameters</p> <p>3.4 Determine constraints associated with the strategies and objectives developed</p> <p>3.5 Include strategies, objectives and constraints in strategic plan documentation</p>
4. Develop action plans	<p>4.1 Develop action plans for the strategies and objectives in consultation with team members and management</p> <p>4.2 Check that action plans have clear, comprehensive and concise details</p> <p>4.3 Check that action plans are adhered to</p> <p>4.4 Include action plans in strategic plan documentation</p>
5. Review and implement strategic plan	<p>5.1 Review strategic plan with stakeholders and management</p> <p>5.2 Incorporate changes and improvements as recommended</p> <p>5.3 Implement action plans as set out in the strategic plan</p> <p>5.4 Review and evaluate success of strategic plan after action plans have been implemented</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	2.1-2.4, 3.4, 4.2, 5.1, 5.4	<ul style="list-style-type: none"> Identifies, analyses and evaluates complex text, diagrams, business models, industry trends, statistical information and financial information
Writing	1.1-1.4, 2.5, 3.1, 3.2, 3.5, 4.1, 4.4, 5.2	<ul style="list-style-type: none"> Integrates information and ideas from a number of sources, utilising appropriate strategic planning tools, specialised and cohesive language and formal document structures
Oral Communication	1.1-1.3, 1.5, 2.1-2.4, 3.1, 3.2, 3.4, 4.1, 4.3, 5.1, 5.3, 5.4	<ul style="list-style-type: none"> Elicits the view and opinions of others and obtains information by using effective listening and probing, open questioning techniques Participates in a verbal exchange of ideas/solutions and uses detailed and clear language to clarify and present information according to requirements and audience Articulates requirements and strategies clearly, using appropriate tone, style, body language and reflective responses
Numeracy	2.1--2.5, 3.2-3.4, 4.1, 5.3	<ul style="list-style-type: none"> Uses a range of statistical, mathematical and financial calculations and functions to interpret numerical data relating to SWOT analysis and time and financial constraints
Navigate the world of work	2.5, 3.2, 5.3	<ul style="list-style-type: none"> Takes a lead role in the development of organisational goals, roles and responsibilities Develops and implements strategies that ensure organisational policies, procedures and regulatory requirements are being met
Get the work done	1.1-1.3, 2.1- 2.5, 3.1-3.4, 4.1, 4.3, 5.3, 5.4	<ul style="list-style-type: none"> Recognises the critical importance of clarifying, focusing and aligning goals and expectations, and may use the process to build ownership of and broad commitment to achieving outcomes Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders May intuitively hone in on problem areas and identify a small set of possible and appropriate solutions Applies systematic thinking techniques as an

		<p>integral part of the creative process, recognising the need to challenge habitual perceptions, break patterns and make new connections in order to escape from habitual mindsets</p> <ul style="list-style-type: none"> • Considers the strategic and operational potential of digital trends to achieve work goals, enhance work processes, create opportunities and reduce risks
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT601 Develop ICT strategic and action plans	ICAICT601A Develop IT strategic and action plans	<p>Updated to meet Standards for Training Packages.</p> <p>Minor edits to the title and to clarify intent of performance criteria</p>	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>