



Australian Government

Department of Education, Employment and Workplace Relations

ICAA5055B Confirm transition strategy

Release: 1

ICAA5055B Confirm transition strategy

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to confirm the transition strategy produced in the light of additional knowledge of the system design and evolution of a change management plan. The following unit is linked to forms an appropriate cluster: • ICAT5083B Develop and conduct client acceptance test No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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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		
	ICAT5077B	Develop detailed test plan

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. Confirm delivery and acceptance plan	1.1. Confirm phased delivery with the client and project team 1.2. Confirm method of acceptance, acceptance criteria and that acceptance test plan is in place and agreed
2. Confirm data take up plan	2.1. Identify the data source for each database 2.2. Analyse possible integrity constraints 2.3. Design the data conversion workflow, taking into consideration data validation, data clean-up and data loading 2.4. Identify interface requirements , data take-up method, complexity and effort required 2.5. Develop required data conversion contingencies and confirm with appropriate person
3. Confirm cutover plan	3.1. Agree on the conversion window in operational timescale with appropriate person 3.2. Plan and confirm parallel running with appropriate person 3.3. Confirm approval of dependencies with appropriate person 3.4. Confirm approval of fall-back options with appropriate person 3.5. Confirm approval of checkpoints, tests and responsibilities with appropriate person 3.6. Confirm approval of resources, tasks and timescales with appropriate person

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- Problem solving skills for a defined range of predictable problems (e.g. when data conversion contingencies are developed and agreed, and when data source for each database is identified, and when data conversion workflow is designed, taking into consideration data validation, data clean-up and data loading)
- Data management skills in relation to data transition and data storage (e.g. when

REQUIRED SKILLS AND KNOWLEDGE

data source for each database is identified, and when data conversion workflow is designed, taking into consideration data validation, data clean-up and data loading)

- Research skills for specifying, analysing and evaluating broad features of a particular business domain and best practice in data transition (e.g. when phased delivery (function content, location considerations, temporary interfaces) is confirmed with client and project team)
- Project planning skills in relation to scope, time, cost, quality, communications and risk management (e.g. when phased delivery (function content, location considerations, temporary interfaces) is confirmed with client and project team)
- Plain English literacy and communication skills in relation to analysis, evaluation and presentation of information (e.g. when resources, tasks and timescales are agreed to by higher authorities)

Required knowledge

- Broad knowledge of cut-over strategies (e.g. when confirming delivery and acceptance plan)
- Broad knowledge of data analysis (e.g. when confirming data take-up plan)
- Broad knowledge of post converging strategies (e.g. when confirming data take-up plan and confirming cut-over plan)
- Broad knowledge of conversion strategies (e.g. when confirming data take-up plan and confirming cut-over plan)
- Current business practices in relation to transition strategies (e.g. when confirming delivery and acceptance plan)

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 sufficient knowledge of interpreting software specifications.
- Assessment must confirm the ability to refine the transition strategy in the light of further technical information and change management plans.

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

- IT specifications
- Change management plan
- Acceptance test plan
- IT security assurance specifications

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 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.

EVIDENCE GUIDE	
Method of assessment	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. • 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	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • ICAT5083B Develop and conduct client acceptance test An individual demonstrating this competency would be able to: • Demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas • Analyse and plan approaches to technical problems or management requirements • Transfer and apply theoretical concepts and/or

EVIDENCE GUIDE

	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.

<i>Client</i> may include but is not limited to:	• internal departments • external organisations • individual people • employees
<i>Project team</i> - teams may include:	• solution developers and business clients working together • individual business analysts • a number of third-party solution developers working together • a number of different businesses working in partnership
<i>Acceptance criteria</i> may include:	• timeframe • cost implications • technical • logistical considerations
<i>Database</i> may include but is not limited to:	• relational databases • object-relational databases • proprietary databases and commercial off the shelf (COTS) database packages

RANGE STATEMENT	
Constraints may include but is not limited to:	• time • budget • resource • hardware • software • policy • legal constraints
Requirements may be in reference to:	• business • system • application • network • people in the organisation
Appropriate person may include:	• 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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