



Australian Government

Department of Education, Employment and Workplace Relations

ICAI5086B Scope implementation requirements

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit defines the competency required to define boundaries and deliverables of a system installation project in the context of an overall implementation plan. The unit relates to implementation at one location although may involve building wide implementation. It is not intended that this unit include implementation of multiple sites across cities, states or countries.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

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 scope with parties	1.1. Review project plan and other documentation to determine installation requirements and other implementation issues 1.2. Develop and document preliminary project scope and submit to appropriate person 1.3. Review requests for revision to scope 1.4. Identify areas for further development 1.5. Prepare implementation plan and forward to appropriate person
2. Update plans to account for scope	2.1. Review implementation plan, taking into account the scope of the system 2.2. Review key dates and events to determine if conflicts exist 2.3. Confirm revised plans and documents with appropriate person for final approval and sign-off

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 unpredictable problems involving participation in the development of strategic initiatives (e.g. when implementation areas to be developed further are identified with project team)
- Plain English literacy and communication skills in relation to analysis, evaluation and presentation of information (e.g. when revised plans and documentation are confirmed with client users)
- Teamwork skills involving the contribution to solutions and goals of a non-routine or contingency nature (e.g. when implementation areas to be developed further are identified with project team and when requests for revisions to scope are reviewed/negotiated with client users and system developers)
- Group facilitation and presentation skills in relation to transferring and collecting information and gaining consensus on concepts (e.g. when agreed implementation plan is clarified with implementation team, and project plan and background information is presented and handed over according to project requirements)
- Leadership skills in relation to guidance for achieving outcomes and transferring and collecting information and gaining consensus on concepts (e.g. when project

REQUIRED SKILLS AND KNOWLEDGE

plan and background information is presented and handed over according to project requirements)

- Analysis and risk assessment skills in relation to analysis, evaluation and identification of issues (e.g. when key dates or events are specifically reviewed in terms of conflict with scheduled events, and when implementation plans are reviewed or developed, taking into account the scope of the system)
- Project planning skills in relation to scope, time, cost, quality, communications and risk management (e.g. when project plan and other documentation are reviewed to determine installation requirements and issues, when project plan is signed off, and when technical advice is provided during implementation)

Required knowledge

- General knowledge of IT-related services and issues (e.g. when confirming scope with parties and in handing off to implementation team)
- Specific knowledge of IT installation services and issues (e.g. when handing off to implementation team)
- Broad knowledge of the role of stakeholders and the degree of stakeholder involvement
- Current industry-accepted hardware and software products, with broad knowledge of general features and capabilities and detailed knowledge in some areas
- Broad knowledge of the client business domain (e.g. when confirming scope with stakeholders)
- Prerequisites needed for system installation (e.g. when confirming scope with stakeholders)
- Vendor specifications and requirements for installation (e.g. when updating plans to account for scope)
- Possible legislative requirements relating to cabling and building preservation (e.g. when updating plans to account for scope)
- Broad knowledge of vendor product directions (e.g. when confirming scope with parties)

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 the ability to identify and convey a clear understanding of project deliverables, boundaries and roles across all involved parties.
- Part of the assessment must determine the ability to consider, plan and document an implementation approach, having regard to implementation drivers, measures of success, implementation by functional area and coordination.

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

- Project plan
- Client expectations brief
- Required hardware software and the related 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:

- The demonstration of competency may also require 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

EVIDENCE GUIDE	
	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.
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 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 of this unit of competency should include a review of documents developed by an organisation that relate to implementation approach, implementation drivers, measures of success, implementation by functional area and implementation coordination. • Supplementary questioning may be used during the summative assessment phase, where necessary, to ensure that all issues relating to the scope of the implementation have been considered and appropriate choices made given the implementation approach and measures of success. • 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

EVIDENCE GUIDE	
	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. 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 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

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>Project plan</i> may include a number of project variables, including:	• parties and their responsibilities • project scope • project objectives • schedule • project budget

RANGE STATEMENT	
<i>Project scope</i> may include but is not limited to:	• Milestones and timeline • Project objectives • Project constraints • Financials • Resources required • Roles of involved parties • Equipment and software to be installed • Description of outcomes (deliverables) • Customer acceptance criteria
<i>Appropriate person</i> may include:	• supervisor • teacher • authorised business representative • client

Unit Sector(s)

Unit sector	Implement
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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