



Australian Government

Department of Education, Employment and Workplace Relations

ICAICT504A Confirm transition strategy for a new system

Release: 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>ICA11 Information and Communications Technology Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to confirm a transition strategy to a new system, based on the revised system design and newly developed change-management plan.

Application of the Unit

This unit applies to staff in a range of information and communications technology (ICT) positions who are required to plan for a transition to a new system, whether that be websites, networks or software.

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. Confirm delivery and acceptance plan	1.1 Confirm phased delivery with the <i>client</i> and <i>project team</i> 1.2 Confirm method of acceptance and <i>acceptance criteria</i> 1.3 Confirm that acceptance test plan is in place and agreed
2. Confirm data take-up plan	2.1 Identify the data source for each <i>database</i> 2.2 Analyse possible integrity <i>constraints</i> 2.3 Design the data conversion workflow, taking into consideration data validation, data clean-up and data loading 2.4 Identify interface <i>requirements</i> , data take-up method, complexity and effort required 2.5 Develop required data conversion contingencies and confirm with <i>appropriate person</i>
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

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

Required skills

- analytical skills to interpret system transition plans
- communication skills to liaise with client and technical staff to ensure requirements are known and can be met within timeframes
- literacy skills to interpret technical specifications and related documentation
- planning and organisational skills to manage data transition and data storage planning
- research skills to specify, analyse and evaluate broad features of a particular business domain and best practice in data transition
- technical skills to:
 - analyse data
 - design data conversion workflow
 - identify data source for each database.

Required knowledge

- conversion strategies
- current business practices related to transition strategies
- cut-over strategies
- post-converging strategies.

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: • refine the transition strategy in the light of technical information and change-management plans • confirm acceptance plan • develop a data take-up plan • confirm cutover plan.
Context of and specific resources for assessment	Assessment must ensure access to: • IT specifications • change-management plan • acceptance test plan • IT security assurance specifications • appropriate learning and assessment support when required • 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: • direct observation of candidate developing required data conversion contingencies • verbal or written questioning to assess candidate's knowledge of: • interpreting software specifications • cut over and test network equipment.
Guidance information for assessment	Holistic assessment with other units relevant to the industry 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.
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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>Client</i> may include:	• employees • external organisations • individuals • internal departments.
<i>Project team</i> may include:	• different businesses working in partnership • individual business analysts • solution developers and business clients working together • third-party solution developers working together.
<i>Acceptance criteria</i> may include:	• cost implications • logistical considerations • technical • timeframe.
<i>Database</i> may include:	• object-relational databases • proprietary databases and commercial off-the-shelf (COTS) database packages • relational databases.
<i>Constraints</i> may include:	• budget • hardware • legal constraints • policy • resource • software • time.
<i>Requirements</i> may refer to:	• application • business • network • people in the organisation • system.
<i>Appropriate person</i> may include:	• authorised business representative • client • supervisor.

Unit Sector(s)

General ICT