



Australian Government

Department of Education, Employment and Workplace Relations

ICASAD601A Perform IT-focused enterprise analysis

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 provide an enterprise analysis and determine the possible IT solutions available for a given initiative or for long-term planning.

Enterprise analysis is often the starting point for initiating a new project and is continued as changes occur and more information becomes available.

Application of the Unit

This unit applies to senior business analysts in medium to large organisations who determine an IT business need, problem, or opportunity, to define the nature of a solution that meets that need, and to justify the investment necessary to deliver that solution.

The work roles combine high-level management, business and technical skills necessary to manage complex analysis efforts within the information and communications technology (ICT) industry, often as part of business critical IT projects.

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. Define business need	1.1 Analyse business goals and objectives and link to measures to allow objective assessment of achievement 1.2 Investigate issues to determine the business problem or opportunity 1.3 Identify possible IT solutions to the business problem 1.4 Determine desired outcomes to enable evaluation of proposed solutions
2. Assess capability gaps	2.1 Determine current capabilities of the enterprise and relate to the desired objectives 2.2 Identify new capabilities required to achieve the desired future state and assess gaps 2.3 Test assumptions to facilitate appropriate decision making
3. Determine solution approach	3.1 Generate potential IT options to meet the business objectives 3.2 Generate valid assumptions and recognise constraints that may affect the choice of solutions 3.3 Assess and rank solution approaches to facilitate selection
4. Define solution scope	4.1 Define solution scope in terms of the major features or functions to be included 4.2 Explain the implementation approach in terms of how the chosen solution will deliver the solution scope 4.3 Delineate major business and technical dependencies
5. Define business case	5.1 Identify benefits of the recommended solution in terms of both qualitative and quantitative gains to the enterprise 5.2 Estimate the total net cost of the solution 5.3 Perform initial risk assessment 5.4 Agree how identified costs and benefits will be assessed and evaluated

Required Skills and Knowledge

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

Required skills

- analytical skills to review organisational and technical business solutions
- communication skills to:
 - conduct research, interviews and liaise with stakeholders
 - conduct focus groups and requirements workshops
- numeracy skills to develop cost-benefit analyses
- problem-solving and analytical skills to undertake root cause analysis and feasibility studies
- technical writing skills to develop business case
- technical skills to develop models of systems, processes and solutions.

Required knowledge

- business-analysis processes, procedures and techniques
- market trends and best practices to assist in identifying business opportunities
- technology and technology solution patterns.

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: - analyse a business situation - develop a comprehensive business case for a proposed solution that addresses: - business need - required capabilities - solution scope - most feasible approach.
Context of and specific resources for assessment	Assessment must ensure access to: - 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	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: - 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	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 a 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>Investigating issues</i> may include:	• adverse impacts the problem is causing • expected benefits from any potential solution • how quickly the problem could potentially be resolved • underlying sources of the problem.
<i>Desired outcomes</i> may include:	• creating a new capability, such as a new product or service, addressing a competitive disadvantage, or creating a new competitive advantage • complying with new regulations • improving revenue, by increasing sales or reducing cost • increasing customer satisfaction • increasing employee satisfaction • improving safety • reducing time to deliver a product or service.
<i>Capabilities</i> may include:	• business processes • events that a solution must be able to respond to • features of a software application • goals that a solution will allow stakeholders to accomplish • products that an organisation creates • services that an organisation delivers • tasks that an end user may perform.
<i>Solution approaches</i> may include:	• adding resources to the business or making organisational changes • changing the business procedures or processes • designing and developing custom software • purchasing or leasing software and hardware from a supplier • partnering with other organisations, or outsourcing work to suppliers • using additional capabilities of existing software or hardware within the organisation.

Unit Sector(s)

Systems analysis and design