



**Australian Government**

# **ICTICT504 Confirm transition strategy for a new system**

**Release: 1**

# ICTICT504 Confirm transition strategy for a new system

## 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 confirm a transition strategy to a new system, based on the revised system design and newly developed change management plan.

It applies to individuals who work as part of a team in a range of information and communications technology (ICT) positions, and are required to plan for a transition to new system websites, networks or software.

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. Confirm delivery and acceptance plan          | 1.1 Confirm phased delivery with the client and project team<br>1.2 Confirm method of acceptance and acceptance criteria<br>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 database<br>2.2 Analyse possible integrity constraints<br>2.3 Design the data conversion workflow, taking into consideration data validation, data clean-up and data loading<br>2.4 Identify interface requirements, data take-up method, complexity and effort required |

| ELEMENT                 | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | 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<br>3.2 Plan and confirm parallel running with appropriate person<br>3.3 Confirm approval of dependencies with appropriate person<br>3.4 Confirm approval of fall-back options with appropriate person<br>3.5 Confirm approval of checkpoints, tests and responsibilities with appropriate person<br>3.6 Confirm approval of resources, tasks and timescales with appropriate person |

## 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            | 1.2, 1.3, 2.1, 2.2, 2.4         | <ul style="list-style-type: none"> <li>Identifies and analyses complex electronic and hard copy documentation, information and data containing specific terminology, diagrams and numerical information to organise conversion and identify data convention contingencies</li> </ul>                                                               |
| Writing            | 1.1-1.3, 2.3, 2.5, 3.1-3.6      | <ul style="list-style-type: none"> <li>Uses clear language and plain English with task specific technical terminology to confirm approval for each stage of the conversion</li> <li>Applies the formal labels, logos, formatting and document structure relevant to the organisation to ensure approval/signoff obtained is valid</li> </ul>       |
| Oral Communication | 1.1-1.3, 2.1, 2.4, 2.5, 3.1-3.6 | <ul style="list-style-type: none"> <li>Elicits information by using effective listening and open questioning techniques</li> <li>Articulates strategies clearly and distinctively, based on techniques and language appropriate to audience and environment, and uses probing, clarifying questions to ensure strategies are understood</li> </ul> |
| Numeracy           | 1.2, 1.3                        | <ul style="list-style-type: none"> <li>Interprets and analyses numerical and financial information, and applies mathematical calculations</li> </ul>                                                                                                                                                                                               |

|                   |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |               | and financial functions related to timeframe, logistics and budgets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Get the work done | 2.1- 2.5. 3.2 | <ul style="list-style-type: none"> <li>• Applies formal processes when planning more complex tasks, producing plans with logically sequenced steps and reflecting some awareness of resource constraints</li> <li>• Demonstrates a sophisticated understanding of principles, concepts, language and practices associated with the digital world and uses these to troubleshoot</li> <li>• Uses analytical processes in a variety of situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                      | Code and title<br>previous version                      | Comments                                        | Equivalence<br>status |
|--------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------|-----------------------|
| ICTICT504 Confirm transition strategy for a new system | ICAICT504A Confirm transition strategy for a new system | Updated to meet Standards for Training Packages | Equivalent unit       |

## Links

Companion Volume implementation guides are found in VETNet -

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

## Assessment Requirements for ICTICT504 Confirm transition strategy for a new system

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### Performance Evidence

Evidence of the ability to:

- confirm acceptance plan
- develop a data take-up plan
- confirm cut-over plan.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

### Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss and apply conversion strategies
- outline current business practices related to transition strategies
- discuss cut-over strategies
- discuss post-converging strategies.

### Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the general information and communications technology (ICT) industry, and include access to:

- ICT specifications
- change management plan
- acceptance test plan
- ICT security assurance specifications.

Assessors must satisfy NVR/AQTF assessor requirements.

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