



Australian Government

ICTICT509 Gather data to identify business requirements

Release: 1

ICTICT509 Gather data to identify business requirements

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 identify, analyse and document business requirements.

It applies to individuals working as systems analyst developers and project team leaders, and managers responsible for gathering data to identify business requirements.

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. Identify key information sources	1.1 Identify information repositories across the business 1.2 Review current organisational documentation 1.3 Develop critical questions to elicit information from key stakeholders using a mixture of open and closed questions
2. Gather data	2.1 Use a wide range of information gathering techniques 2.2 Review reports and other data sources for business information 2.3 Confirm with stakeholders business critical factors relating to current and future directions of the organisation
3. Prepare data analysis	3.1 Analyse group and individual responses to clearly define

ELEMENT	PERFORMANCE CRITERIA
for review	business priorities 3.2 Document data analysis for review according to organisational standards

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	1.1, 1.2, 2.1-2.3, 3.1	Identifies, analyses, evaluates and applies complex online and hard copy documentation containing specific terminology, diagrams and numerical information to identify business requirements
Writing	1.3, 2.1, 3.2	- Uses plain English and appropriate questioning strategies, avoiding loaded or leading questions, when developing information gathering documentation - Uses vocabulary, grammatical structures, terminology, diagrams, numerical information, formatting and structure relevant to the job role and organisation to document the analysis
Oral Communication	1.1, 2.1-2.3	- Articulates research and resource requirements clearly and directs discussions to elicit the views and opinions of others by using effective listening and open questioning techniques - Uses a range of verbal responses and makes comparisons that show an understanding of topics and concepts
Numeracy	1.2, 2.2, 2.3, 3.1	Interprets numerical information and applies mathematical calculations and financial functions to analyse financial information
Navigate the world of work	1.2, 3.2	Recognises and responds to both explicit and implicit protocols within familiar work contexts and appreciates the importance of identifying and responding to protocols in new situations
Get the work done	1.1, 2.1- 2.3, 3.1	Uses a mix of intuitive and formal processes to identify key information and issues, evaluate alternative strategies, anticipate consequences and

		consider implementation issues
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT509 Gather data to identify business requirements	ICAICT509A Gather data to identify business requirements	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 ICTICT509 Gather data to identify business requirements

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Performance Evidence

Evidence of the ability to:

- identify sources and gather information pertinent to the business requirements
- review and analyse business requirements based on business strategy and current and future directions
- confirm the business critical factors with stakeholders
- prepare data for review
- document data analyse for review according to organisational standards.

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:

- define the client business domain, so that the business needs are understood by project team and client
- describe the current industry accepted hardware and software products, general features and capabilities suited to the project
- outline the role of stakeholders and the degree of involvement in the process
- specify quality assurance practices required when determining the requirements
- examine the system's current hardware, software and communication functionality.

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 a project brief and business documentation.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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