



Australian Government

ICTICT520 Confirm transition strategy for new systems

Release: 1

ICTICT520 Confirm transition strategy for new systems

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 6.0.

Application

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

The unit applies to those who work as part of a team in a range of information and communications technology (ICT) positions and who 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 Evaluate revised system design and change management plan 1.2 Confirm phased delivery with client and project team 1.3 Confirm method of acceptance and acceptance criteria 1.4 Confirm that acceptance test plan is in place and agreed
2. Develop and confirm data take-up plan	2.1 Identify data source for each database 2.2 Analyse potential integrity constraints 2.3 Design data conversion workflow 2.4 Identify interface requirements, data take-up method, complexity and effort required 2.5 Develop required data conversion contingencies and confirm with required personnel

ELEMENT	PERFORMANCE CRITERIA
3. Confirm cutover plan	3.1 Agree on conversion window in operational timescale with required personnel 3.2 Plan and confirm parallel running with required personnel 3.3 Determine and confirm approval of dependencies with required personnel 3.4 Determine and confirm approval of fall-back options with required personnel 3.5 Confirm approval of checkpoints, tests and responsibilities with required personnel 3.6 Confirm approval of resources, tasks and timescales with required personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• 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
Writing	• Applies formal labels, logos, formatting and document structure required by the organisation to ensure signoff obtained is valid
Oral Communication	• Articulates strategies clearly and distinctively, based on techniques and language specific to audience and environment, and uses probing, clarifying questions to ensure strategies are understood
Numeracy	• Interprets and analyses numerical and financial information and applies mathematical calculations and financial functions related to timeframe, logistics and budgets
Planning and organising	• Applies formal processes when planning more complex tasks, producing plans with logically sequenced steps and reflecting some awareness of resource constraints • Uses analytical processes in a variety of situations, setting goals, gathering relevant information and identifying and evaluating options against agreed criteria
Technology	• Demonstrates a sophisticated understanding of principles, concepts, language and practices associated with the digital world and uses these to troubleshoot

Unit Mapping Information

Supersedes and is equivalent to ICTICT504 Confirm transition strategy for a new system.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for ICTICT520 Confirm transition strategy for new systems

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- confirm new systems transition strategy for an organisation on at least one occasion, including:
 - confirming acceptance plan
 - developing and confirming data take-up plan
 - confirming cutover plan.

In the course of the above the candidate must:

- identify and liaise with required personnel
- seek and respond to feedback.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- technology transition strategies
- current business practices related to transition strategies
- phased delivery requirements
- methods of acceptance for transition strategies
- key features of data take-up, including:
 - data sources
 - integrity constraints
 - data conversion workflow
 - interface requirements
 - data take-up methods
 - data conversion contingencies

- key features of cutover plans, including:
 - conversion windows
 - dependencies
- fall-back options data conversion workflow design, including considerations for:
 - data validation
 - data clean-up
 - data loading.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

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

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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