



Australian Government

ICTICT523 Gather data to identify business requirements

Release: 1

ICTICT523 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 6.0.

Application

This unit describes the skills and knowledge required to identify, analyse and document business requirements.

The unit applies to systems analyst developers and project team leaders and managers who are 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 information sources	1.1 Determine information required according to project requirements 1.2 Evaluate available information against project requirements 1.3 Identify additional information sources based on evaluation of information 1.4 Develop critical questions to elicit information from key stakeholders using a mixture of open and closed questions
2. Gather data	2.1 Review current organisational documentation and identify data required for project 2.1 Use a wide range of information gathering techniques according to project requirements 2.2 Review reports and other data sources for business information

ELEMENT	PERFORMANCE CRITERIA
	2.3 Confirm with stakeholders business critical factors relating to current and future directions of organisation
3. Prepare data analysis for review	3.1 Analyse group and individual responses to clearly define business priorities 3.2 Document data analysis for review according to organisational standards

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, analyses, evaluates and applies complex online and hard copy documentation containing specific terminology, diagrams and numerical information to identify business requirements
Writing	- 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	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
Numeracy	Interprets numerical information and applies mathematical calculations and financial functions to analyse financial information
Self-management	- Identifies and responds to explicit and implicit protocols in familiar work contexts and articulates the importance of identifying and responding to protocols in new situations - Uses a mix of intuitive and formal processes to identify key information and issues, evaluate alternative strategies, anticipate consequences and consider implementation issues

Unit Mapping Information

Supersedes and is equivalent to ICTICT509 Gather data to identify business requirements.

Links

Companion Volume Implementation Guide is found on VETNet -

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