



Australian Government

ICTICT803 Endorse business plan components for a new initiative

Release: 1

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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 endorse a business plan for a new initiative, including the marketing, operations, organisational and financial plans within a medium to large organisation.

It applies to individuals who work in high-level management positions and lead the analysis, implementation and management of emerging, and converging, information and communications technology (ICT), as they are integrated into the business process to support the organisational strategic goals of medium to large organisations.

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. Endorse a marketing plan for ICT business	1.1 Ensure that internal and external environmental issues are addressed 1.2 Critically review the feasibility of target market projections 1.3 Endorse the selection of advertising and promotional strategies
2. Endorse the operation plan	2.1 Review and verify, the scope of the business operation plan 2.2 Ensure that the business plan complies with business needs

ELEMENT	PERFORMANCE CRITERIA
	2.3 Endorse the criteria for quality processes against the organisational standards
3. Endorse the organisational plan	3.1 Critically analyse and review the organisation's structure 3.2 Ensure that the organisational structure meets the organisation's strategic plans and directions
4. Endorse the financial plan	4.1 Endorse the financial strategy for the new initiative 4.2 Evaluate the expected cash-flow projections 4.3 Critically analyse and evaluate the effects of financial decisions on the ability of the organisation to meet planned outcomes 4.4 Ensure financial risk-management procedures are followed according to organisational requirements 4.5 Ensure early detection and remedial action plans, for deviations in budget objectives and projections

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, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 4.1, 4.2, 4.3, 4.4	Identifies, critically analyses and evaluates complex textual information, to evaluate the effectiveness of business plans
Writing	1.3, 2.3, 3.2, 4.1, 4.3, 4.4, 4.5	Selects the document structure, language, grammar and terminology, to suit the specific subject matter and audience when evaluating, providing feedback, and endorsing business plans
Oral Communication	1.1-1.3, 2.1-2.3, 3.1-3.2, 4.1-4.5	- Obtains information by using effective listening and probing, open questioning techniques - Uses grammatical structures, specialised language, and the appropriate tone, pitch and body language to achieve precise meaning, when articulating requirements and providing feedback
Numeracy	1.2, 2.1, 2.2, 3.2, 4.1, 4.2, 4.3, 4.4,	Uses a range of statistical, mathematical and financial calculations, formulae and functions,

	4.5	together with appropriate software tools, to interpret numerical data relating to the market, operational and financial plans, and risk analysis
Navigate the world of work	3.2, 4.4	Takes responsibility to respond to explicit and implicit conventions 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, 2.2, 3.1, 4.3, 4.4, 4.5	- Recognises the critical importance of clarifying, focusing and aligning goals, and expectations, and uses the process to build ownership of, and broad commitment to, achieving outcomes - Takes responsibility for high-impact decisions in complex situations involving many variables and constraints - May use formal analytical and lateral thinking techniques for identifying issues, generating and evaluating possible solutions - Demonstrates a sophisticated understanding of the principles, concepts, language and practices associated with the digital world, and endorses new technologies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT803 Endorse business plan components for a new initiative	ICAICT703A Endorse business plan components for a new initiative	Updated to meet Standards for Training Packages. Recoded and minor changes to Elements and Performance Criteria to meet AQF requirements	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 ICTICT803 Endorse business plan components for a new initiative

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Performance Evidence

Evidence of the ability to:

- verify the strategy aligning information and communications technology (ICT) services with organisational goals
- direct a critical risk analysis, including security, for ICT assets
- verify that the risk assessment procedures are implemented
- verify that the contingency plans for business continuity are established
- evaluate the warning systems, and direct an ongoing process that includes regular or programmed reviews of the risk profile
- verify that security products are being utilised
- verify organisational security policy is being implemented
- direct the development of a strategy to ensure that quality expectations are being met
- endorse the main components of the business 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:

- research and summarise, risk management principles and guidelines
- review business continuity issues for the organisation
- explore the organisation's industry and current functionality, including the existing data and information systems
- describe the organisation's internal and external dependencies, and interdependencies
- review and summarise the organisational policies and procedures, including the risk-management strategy
- discuss past and current internal, external and industry disruptions

- outline the relevant legislation and regulations that impact on business continuity, including:
 - workplace health and safety (WHS)
 - environment
 - duty of care
 - contracts
 - business and company law
 - freedom of information
 - industrial relations
 - privacy and confidentiality
 - due diligence
 - records management.

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 ICT industry, and include access to:

- relevant strategic-level enterprise documentation, including:
 - planning
 - financial
 - ICT infrastructure documentation
- legislative policies.

Assessors must satisfy NVR/AQTF assessor requirements.

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