



Australian Government

ICTSAD509 Produce ICT feasibility reports

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 6.0.

Application

This unit describes the skills and knowledge required to recommend the preferred scenario from a range of feasible options offered and produce a feasibility report to the client.

It applies to individuals responsible for researching, planning and designing solutions for complex Information and Communications Technology (ICT) projects.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Systems analysis and design

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 client requirements	1.1 Discuss and confirm client requirements with required personnel 1.2 Determine project scope, purpose, problem context and opportunity faced by business 1.3 Identify legislative requirements and organisational standards and guidelines applicable to project scope and task 1.4 Document and review client requirements, project scope, problems and sources of information according to organisational procedures 1.5 Confirm requirements and scope with client and required personnel
2. Examine and review alternatives	2.1 Confirm future client requirements 2.2 Discuss and research feasible solutions according to client

	requirements 2.3 Confirm feasibility of each solution has been assessed, including constraints and risks 2.4 Document feasible solutions discussed according to organisational procedures
3. Prepare and publish feasibility report	3.1 Discuss and establish structure and components of feasibility report with required personnel 3.2 Prepare draft feasibility report according to organisational procedures and client requirements 3.3 Confirm completed feasibility report covers client requirements, project scope and analysis of alternative scenarios 3.4 Seek feedback and confirm recommendation of preferred scenario with required personnel 3.5 Amend feasibility report according to feedback as required and finalise documentation 3.6 Present feasibility report to required personnel and seek project approval

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
Oral communication	Uses listening and questioning techniques to determine client requirements and feedback and articulate ideas using specific language applicable to audience
Reading	Critically analyses complex documentation from a variety of sources and consolidates information applicable to specific criteria when determining requirements
Initiative and enterprise	- Selects, implements and seeks to improve protocols governing communications to clients and co-workers in a range of work contexts - Investigates new and innovative ideas to continuously improve work practices and processes through consultation, and formal and analytical thinking
Planning and organising	- Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others, including required capabilities, efficiencies and effectiveness - Monitors progress of plans and schedules, and reviews and changes them to meet new demands and priorities

SKILL	DESCRIPTION
Self-management	Identifies diversity in people and manages this diversity to improve workplace relations and practices

Unit Mapping Information

Supersedes and is equivalent to ICTSAD506 Produce a feasibility report.

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 ICTSAD509 Produce ICT feasibility reports

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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:

- produce a moderately complex feasibility report according to client requirements.

In the course of the above, the candidate must:

- review documentation and confirm client requirements for project
- document at least three different alternative business solutions
- comply with legislative and organisational requirements
- obtain project sign-off from required personnel.

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:

- the client business domain and client requirements
- legislative requirements applicable to project scope
- key organisational standards, guidelines, procedures and documentation required to produce feasibility reports
- the role of stakeholders and degree of stakeholder involvement in developing a feasibility report
- the system's functionality and improvement options.

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:

- client requirements

- report writing template
- information on a range of Information and Communications Technology (ICT) business solutions
- future organisational business processes
- budgets for scenarios
- outcomes of business analysis process
- financial modelling
- business context
- required tools, equipment, materials, hardware and industry software packages.

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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