



Australian Government

ICTSAS402 Implement configuration management strategies

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 implement administrative and technical procedures throughout the software development and documentation life cycle.

It applies to individuals working in a range of information and communications technology (ICT) development environments who have responsibility to ensure work is completed to quality standards and technical requirements.

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

Unit Sector

Systems administration and support

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 and clarify configuration management requirements	1.1 Develop and assemble identification standards for the naming and version control of software and documentation, and provide to stakeholders 1.2 Identify software configuration tools and procedures for the required level of integration into the programming environment 1.3 Identify responsibilities for configuration management within the project and for ongoing support, including approval of changes 1.4 Take action to ensure that stakeholders are aware of their roles 1.5 Identify point at which items are subjected to configuration control with stakeholders

ELEMENT	PERFORMANCE CRITERIA
2. Employ appropriate control mechanisms	2.1 Identify and document method for identification and recording of change requests in line with organisational requirements, and ensure this is maintained during development process 2.2 Take action to ensure evaluation criteria and process for approval of change requests are employed according to organisational requirements 2.3 Take action to ensure other management, security and access control criteria are employed according to organisational requirements 2.4 Implement controls to ensure that necessary audit trails and alerts for variations or non-conformance are continuously maintained during development
3. Implement monitoring mechanisms	3.1 Implement controls to ensure mechanisms to identify software status throughout the software development life cycle are continuously maintained 3.2 Document development and maintenance of records and status reports required to show the history of baselines and their links to backups 3.3 Take action to ensure level of detail required in status reports, and identification of target audiences, meet the configuration management procedures, International Organization for Standardization (ISO), International Electrotechnical Commission (IEC) and Australian Standards (AS) and organisational requirements 3.4 Integrate configuration management into general project management processes for monitoring and control purposes and document
4. Manage release of product	4.1 Take action to ensure physical and functional completeness of items for release to all stakeholders 4.2 Identify and implement requirements for formal control of software products 4.3 Determine and document policies for retention of baseline or master copies, taking into account safety and security, legislative requirements and organisational guidelines

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, 3.3, 4.2	Researches and analyses technical textual information and numerical data from a range of sources to determine requirements and complete necessary actions
Writing	1.1, 1.4, 2.1, 3.2, 3.4, 4.3	Uses clear and accurate language and documentation formats appropriate to the audience/purpose to convey complex technical information
Oral Communication	1.1, 1.4	Uses active questioning and listening techniques to confirm understanding, gain consensus on concepts and liaise with stakeholders
Numeracy	1.1, 2.1, 2.4, 3.2-3.4, 4.3	Uses mathematical equations to calculate and compare numerical data for a range of technical and planning reports, and to determine required actions
Navigate the world of work	1.4, 2.1-2.3, 3.3	Takes personal responsibility for following explicit and implicit policies and procedures, and ensures that necessary standards and legislative requirements are met
Interact with others	1.1	Selects and uses appropriate conventions and protocols when communicating with co-workers and others in a range of work contexts
Get the work done	1.1-1.5, 2.1-2.4, 3.1-3.4, 4.1-4.3	- Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes - Makes routine decisions and implements standard procedures for routine tasks, using formal decision making processes for more complex and non-routine situations - Uses main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTSAS402 Implement configuration management strategies	ICASAS402A Implement configuration management strategies	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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