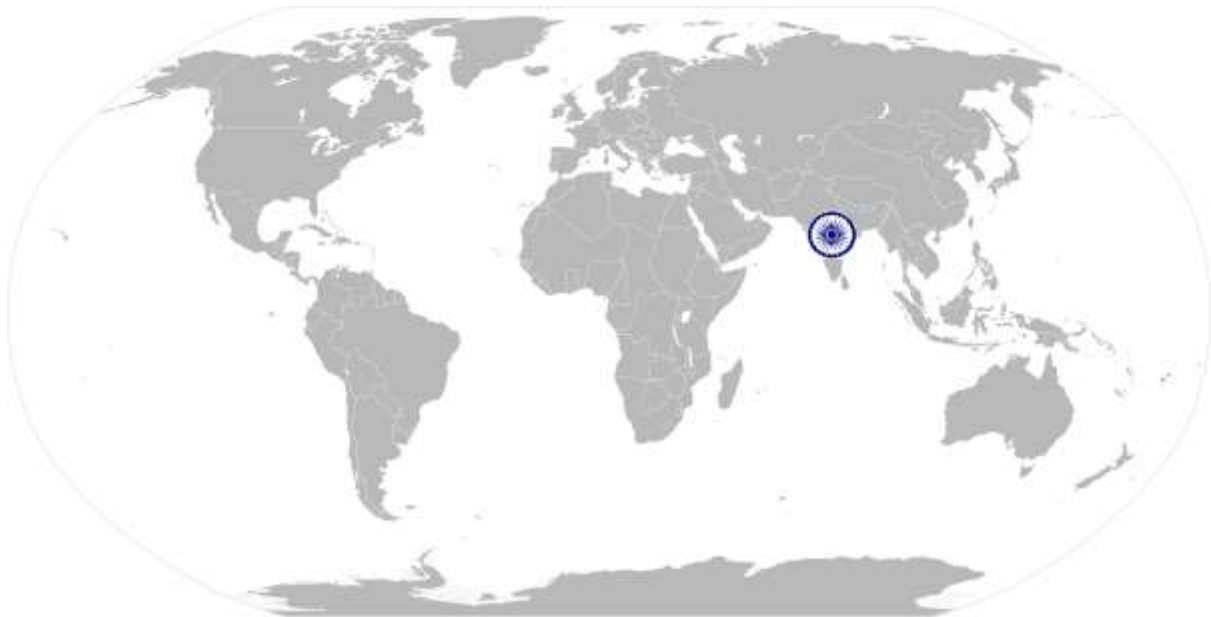


# National Occupational Standard




## Overview

This unit is about supporting the IT consulting team to clarify requirements and describe As-Is situations of IT projects

SSC/ N 0701

Support As-Is analysis for IT projects

Applicable NOS Unit

Unit Code	SSC / O 0701
Unit Title (Task)	Support As-Is analysis for IT projects
Description	This unit is about supporting the IT consulting team to clarify requirements and describe As-Is situations of IT projects.
Scope	<p>This unit/task covers the following:</p> <p><b>As-Is analysis</b> may cover:</p> <ul style="list-style-type: none"> <li>• functional landscape</li> <li>• IT landscape</li> <li>• people</li> <li>• processes</li> <li>• practices</li> <li>• tools</li> </ul> <p><b>Appropriate people:</b></p> <ul style="list-style-type: none"> <li>• line manager</li> <li>• sales team</li> <li>• consulting team</li> <li>• subject matter experts</li> <li>• clients</li> <li>• end user</li> </ul> 
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<p>To be competent, you must be able to:</p> <p>PC1. establish your role and responsibilities in supporting <b>As-Is analysis</b> for IT projects</p> <p>PC2. obtain sufficient data/information from sales teams to be able to describe project requirements</p> <p>PC3. identify any issues with project requirements and obtain clarification of these issues from <b>appropriate people</b></p> <p>PC4. summarize project requirements using standard templates and tools</p> <p>PC5. obtain sufficient, relevant documents/artifacts from clients to be able to describe As-Is situations</p> <p>PC6. identify any issues with the documents/artifacts and obtain clarification of these issues from <b>appropriate people</b></p> <p>PC7. extract relevant data/information from documents/artifacts</p> <p>PC8. structure relevant data/information in formats suitable for analysis using standard templates and tools</p> <p>PC9. review data/information with <b>appropriate people</b> and incorporate their inputs</p> <p>PC10. contribute to analysis and presentation of As-Is situations, where required</p>

**SSC/ N 0701**

**Support As-Is analysis for IT projects**

	<p>PC11. obtain advice and guidance on <b>As-Is analysis</b> from <b>appropriate people</b>, where required</p> <p>PC12. comply with your organization's policies, standards, procedures and guidelines when supporting <b>As-Is analysis</b></p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. your organization's policies, standards, procedures and guidelines for undertaking As-Is analysis for IT products and your role and responsibilities in relation to this</p> <p>KA2. your organization's processes, guidelines, templates and tools for describing/summarizing project requirements</p> <p>KA3. who to involve when supporting As-Is analysis and who to approach for advice and guidance when required</p> <p>KA4. how to identify issues with project requirements and who to seek clarification from</p> <p>KA5. different information, documents/artifacts and data that contribute to As-Is analysis and how to obtain these</p> <p>KA6. issues that may affect documents/artifacts and who to seek clarification from</p> <p>KA7. how to obtain and use input from others to improve As-Is analysis</p> <p>KA8. methods and techniques used when working with others</p> <p>KA9. standard tools and templates available and how to use these</p>
<p><b>B. Technical Knowledge</b></p>	<p>You need to know and understand:</p> <p>KB1. types of data/information relevant to As-Is analysis and how to extract this from the available information</p> <p>KB2. different ways of structuring information suitable for analysis and how to select the best method</p> <p>KB3. how to analyze data/information in order to describe As-Is situations</p>
<b>Skills (S)</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>You need to know and understand how to:</p> <p>SA1. complete accurate well written work with attention to detail</p> <p>SA2. communicate with others in writing</p>
	<p><b>Reading Skills</b></p>
	<p>You need to know and understand how to:</p> <p>SA3. read guidelines/procedures/rules and service level agreements</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
<p>You need to know and understand how to:</p> <p>SA4. listen effectively and orally communicate information accurately</p> <p>SA5. ask for clarification and advice from others</p>	

**SSC/ N 0701**

**Support As-Is analysis for IT projects**

<b>B. Professional Skills</b>	<b>Decision Making</b>
	You need to know and understand how to: SB1. identify anomalies in data
	<b>Plan and Organize</b>
	You need to know and understand how to: SB2. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	You need to know and understand how to: SB3. build and maintain positive and effective relationships with customers SB4. check your own and/or your peers work meets customer requirements
	<b>Problem Solving</b>
	You need to know and understand how to: SB5. seek clarification on problems from others SB6. refer anomalies to the line manager SB7. apply problem-solving approaches in different situations
	<b>Analytical Thinking</b>
	You need to know and understand how to: SB8. analyze data and activities SB9. configure data and disseminate relevant information to others SB10. pass on relevant information to others
	<b>Critical Thinking</b>
	You need to know and understand how to: SB11. provide opinions on work in a detailed and constructive way SB12. apply balanced judgments to different situations
	<b>Attention to Detail</b>
	You need to know and understand how to: SB13. check your work is complete and free from errors
	<b>Team Working</b>
You need to know and understand how to: SB14. work effectively in a team environment SB15. work independently and collaboratively	
<b>C. Technical Skills</b>	You need to know and understand how to: SC1. use information technology effectively to input and/or extract data accurately SC2. store and retrieve information SC3. identify and refer anomalies in data SC4. keep up to date with changes, procedures and practices in your role

SSC/ N 0701  
NOS Version Control

Support As-Is analysis for IT projects

NOS Code	SSC / O 0701		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]		Version number	0.1
Industry	IT-ITeS	Drafted on	30/04/2013
Industry Sub-sector	IT Services	Last reviewed on	31/03/2018
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