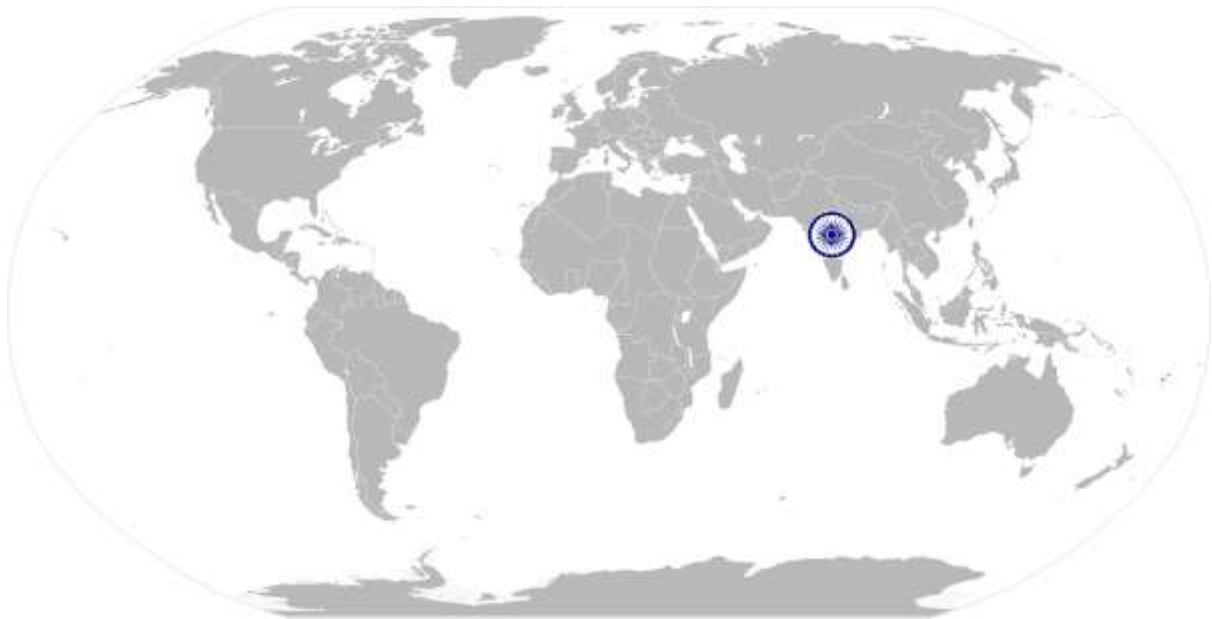


National Occupational Standard



Overview

This unit is about supporting the IT consulting team to prepare To-Be situations and roadmaps for IT projects

SSC/ N 0702

Support preparation of To-Be situations and roadmaps for IT projects

Applicable NOS Unit	Unit Code	SSC / O 0702
	Unit Title (Task)	Support preparation of To-Be situations and roadmaps for IT projects
	Description	This unit is about supporting the IT consulting team to prepare To-Be situations and roadmaps for IT projects.
	Scope	<p>This unit/task covers the following:</p> <p>To-Be situations may cover:</p> <ul style="list-style-type: none"> • functional landscape • IT landscape • people • processes • tools • feasibility • acceptance-related conditions <p>Opportunities:</p> <ul style="list-style-type: none"> • technological • functional <p>Constraints:</p> <ul style="list-style-type: none"> • client requirements • client level of IT maturity <p>Appropriate people:</p> <ul style="list-style-type: none"> • line manager • consulting team • subject matter experts <p>Roadmaps may cover:</p> <ul style="list-style-type: none"> • deliverables • schedules • people • processes • tools • technologies
	Performance Criteria (PC) w.r.t. the Scope	
	<p>To be competent, you must be able to:</p> <p>PC1. establish your role and responsibilities in supporting the preparation of To-Be situations and roadmaps for IT projects</p> <p>PC2. undertake sufficient research to identify the range of opportunities and constraints relevant to IT projects</p> <p>PC3. analyze relevant opportunities and constraints to identify optimal To-Be</p>	

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	<p>situations</p> <p>PC4. present To-Be situations to appropriate people using standard templates and tools</p> <p>PC5. incorporate inputs from appropriate people into To-Be situations for presentation to clients</p> <p>PC6. contribute to preparing roadmaps to arrive at To-Be situations, where required</p> <p>PC7. obtain advice and guidance on To-Be situations and roadmaps for IT projects from appropriate people, where required</p> <p>PC8. comply with your organization’s policies, standards, procedures and guidelines when supporting preparation of To-Be situations and roadmaps for IT projects.</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (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 preparing To-Be situations and roadmaps for IT products and your role and responsibilities in relation to this</p> <p>KA2. different types of To-Be situations and road maps and how these apply to IT projects</p> <p>KA3. who to involve when supporting the preparation of To-Be situations and who to approach for advice and guidance when required</p> <p>KA4. sources of information about opportunities and constraints for IT projects and how to access these</p> <p>KA5. how to obtain and use input from others to improve To-Be situations</p> <p>KA6. methods and techniques used when working with others</p> <p>KA7. standard tools and templates available and how to use these</p> <p>KA8. the Intellectual Property (IP) policies relevant to the industry</p>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. types of opportunities and constraints and how to analyze these for IT projects</p> <p>KB2. different ways of presenting To-Be situations and how to select the best method</p> <p>KB3. different types of roadmaps and how they contribute to achieving To Be situations</p> <p>KB4. information/data that can be included when developing roadmaps and how to source this</p>
Skills (S)	
<p>A. Core Skills/</p>	<p>Writing Skills</p>
	<p>You need to know and understand how to:</p>

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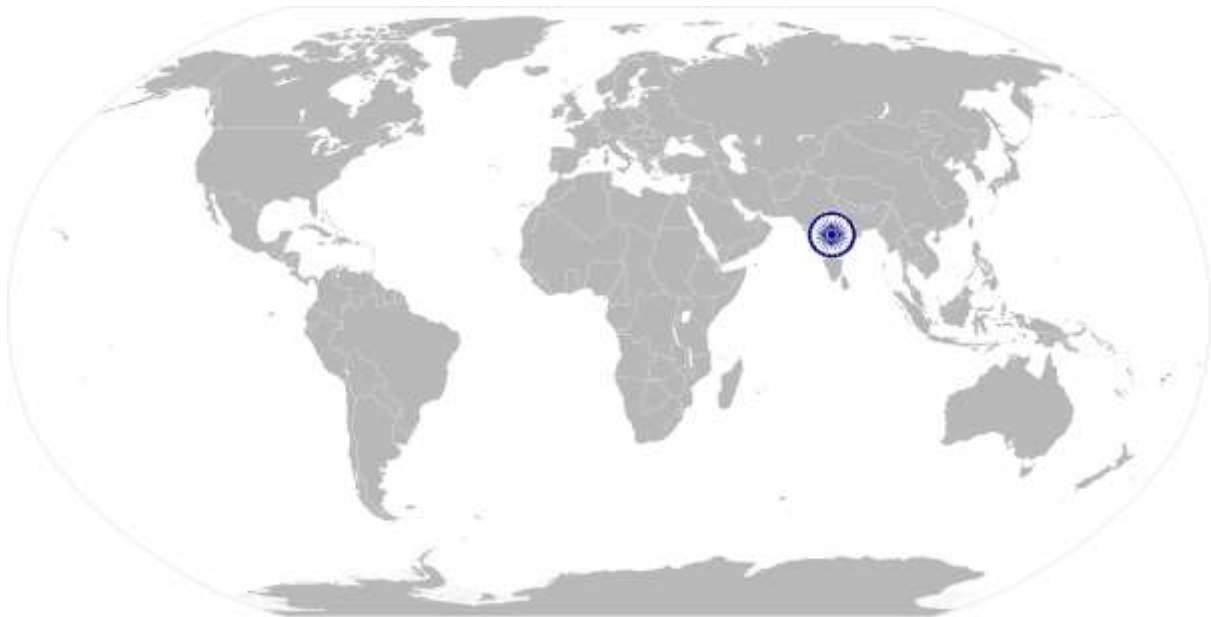
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Generic Skills	SA1. complete accurate well written work with attention to detail
	SA2. communicate with others in writing
	Reading Skills
	You need to know and understand how to: SA3. read guidelines/procedures/rules and service level agreements
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	You need to know and understand how to: SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others
	Decision Making
	You need to know and understand how to: SB1. identify anomalies in data SB2. make decisions on suitable courses of action
	Plan and Organize
	You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	You need to know and understand how to: SB4. check your own and/or your peers work meets customer requirements SB5. meet and exceed customer expectations SB6. build and maintain positive and effective relationships with customers
	Problem Solving
	You need to know and understand how to: SB7. apply problem-solving approaches in different situations SB8. seek clarification on problems from others SB9. refer anomalies to the line manager
	Analytical Thinking
	You need to know and understand how to: SB10. analyze data and activities SB11. configure data and disseminate relevant information to others SB12. pass on relevant information to others
	Critical Thinking
	You need to know and understand how to: SB13. provide opinions on work in a detailed and constructive way
	Attention to Detail
	You need to know and understand how to: SB14. check your work is complete and free from errors SB15. get your work checked by others
Team Working	

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	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB16. work independently and collaboratively SB17. work effectively in a team environment SB18. contribute to the quality of team working
<p>C. Technical Skills</p>	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SC1. use information technology effectively to input and/or extract data accurately SC2. agree objectives and work requirements SC3. store and retrieve information SC4. network with colleagues SC5. keep up to date with changes, procedures and practices in your role



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NOS Version Control

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NOS Code	SSC / O 0702		
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
		Next review date	31/03/2019

