Specification of Competency Standards for Human Resource Management
Unit of Competency

Title	Set up contingency plan and manage system integration and data migration
Code	107034L5
Range	Developing a course of actions to be followed if a preferred plan of system integration and data migration fails or an existing situation changes. This applies to the development of a contingency plan with major stakeholders to minimise business interruption and risk exposure during system integration and data migration, and achieve the transition on schedule and within budget.
Level	5
Credit	5
Competency	Performance Requirements
1. Knowledge in the Subject Area
• Understand the importance of setting up contingency plan for system integration and data migration
2. Applications and Processes
• Define clear objectives of contingency plan for system integration and data migration
• Develop tracking mechanism for quality assurance and timely completion of system integration and data migration
• Estimate possible consequences under different scenarios in the course of system integration and data migration, and plan appropriate course of actions to respond to a particular scenario
• Estimate the resources required for the contingency plan
• Set up regular backup schedule and store data files in another secure platform
• Involve major stakeholders in the contingency plan and keep them informed about the progress of system integration and data migration
3. Professional Behaviour and Attitude
• Always conduct pilot tests and trials before major integration and data migration
• Regularly provide progress report to track system integration and data migration that are implemented satisfactorily as planned
• Control every execution detail in setting up and monitoring the contingency plan
Assessment Criteria	The integrated outcome requirements of this UoC are:
• Establishment of contingency plan for successful system integration and data migration.
• Establishment of measurable standards for data quality and consistency.
• Execution of system integration and data migration in accordance with the preferred plan, and the contingency plan, when appropriate.
Remark	