

Specification of Competency Standards
for the Information & Communications Technology Industry
Unit of Competency

Functional Area - Operations Management

Title	Commissioning a Content Management System (CMS)
Code	108001L5
Description	This unit of competency applies to all Digital Media Technology (DMT) practitioners who are responsible for implementation of the organisation's CMS/DAM (Digital Asset Management) system. Commissioning can be defined as the process of assuring that a new system and components of CMS/DAM are designed, installed, tested, and operated, according to the organisation's requirements and it is an important issues area identified and dealt with before system is handed over to the operation team. CMS and DAM as well as Enterprise Content Management (ECM) will be used interchangeably for a system that manage digital media contents
Level	5
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge for Commissioning a Content Management System (CMS)</p> <ul style="list-style-type: none"> • Possess excellent project management skills • Possess good knowledge of digital media contents and assets • Understand functions and features of CMS/DAM systems • Possess in-depth knowledge of commissioning/decommissioning process <p>2. Commissioning a Content Management System (CMS)</p> <ul style="list-style-type: none"> • Work with stakeholders and developers to gain an understanding of the objectives, the functions and features of the CMS/DAM, type of contents/assets are being managed, etc. • Plan for the commissioning procedure including but not limited to the following: <ul style="list-style-type: none"> ○ Identify all activities and tasks to be performed during commissioning ○ Identify responsibilities ○ Identify schedules/timeline of all commissioning activities ○ Identify stakeholders ○ Identify asset meta data/collection/transcription ○ Identify workflow ○ Organise security access for all parties involved with the commissioning process • Prior commissioning of CMS/DAM <ul style="list-style-type: none"> ○ Ensure test plan has been completed and accepted by all stakeholders ○ Submit plan and agree with stakeholders ○ Prepare tools for asset collection and entry ○ Verify all hardware and software have been install and tested ○ Ensure all documentations are prepared and ready, such as system and operation manuals, asset/content/meta data capture request forms, etc. ○ Ensure all parties and stakeholders have been informed • Perform commissioning of the CMS/DAM system with testing function and features include but not limited to the following: <ul style="list-style-type: none"> ○ Verify system, network, and security are properly configured ○ Content capturing and versioning function correctly ○ Workflows performed as designed ○ Content delivered within the designed performance ○ Monitoring and accounting function as designed ○ Searching and locating

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	<ul style="list-style-type: none"> • Log and record defects. Major defects may need to be rectified, retested before proceeding to next stage • Perform appropriate training before the system is hand over for operational use • Collect and package all documents related to the commissioning process, including all test plans and signed off test results which are filed for reference <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Apply industry best practices to commission CMS/DAM systems and to facilitate the organisation to manage its digital assets effectively and efficiently
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Fully comprehend the objectives, function and features of the CMS/DAM to produce a comprehensive detail commission plan that can be accepted by all stakeholders • Develop a comprehensive commissioning test plan that can test all functions and features of the CMS/DAM • Manage and complete the commissioning of CMS/DAM system within the designed commissioning schedule and any defects or malfunctions are logged and communicated with appropriate parties
Remark	