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

Functional Area - Operations Management

Title	Formulate media content storage procedure
Code	108003L5
Description	This unit of competency applies to all Digital Media Technology (DMT) practitioners entrusted with formulating the storage procedure for the organisation. Digital media content are assets of a DMT organisation and they needed to be safeguarded. The use of storage procedures can be helpful in controlling access, preserving data integrity and improving productivity. The procedure is taking into regards the fulfillment of the organisation's various policies but without hindering accessibility of users, customers and production teams. This UoC describes the competency required to formulate those procedures.
Level	5
Credit	3

Competency	Performance Requirements
	1. Knowledge for formulating media content storage procedure
	
	• Possess good project management skills to be capable to perform fact finding, analyse and formulate solutions
	• Possess good communication skills to be able to communicate with all levels of stakeholders or users
	• Possess good knowledge of storage technologies (online and offline)
	• Possess in depth knowledge of the organisation's storage and operational structure
	• Possess good knowledge of the organisation's policies
	
	2. Formulate media content storage procedure:
	
	• Study the organisation's various policies and strategies related to digital assets usage which may affect storage procedure, including:
	    o Security policies
	    o Backup and recovery policies
	    o Short, medium and long term storage policies
	    o Compliance restriction policies
	• Identify the storage options of the organisation, such as:
	    o Online storage
	        ▪ SAN (storage area Network)
	        ▪ RAID (Redundant Array of Inexpensive/Independent Disks
	        ▪ Cloud
	        ▪ NAS (Network Access Storage)
	    o Offline storage
	        ▪ Flash media (USB sticks, SD Cards, etc.)
	        ▪ External hard drives
	• Determine the access/usage pattern needs of all stakeholders (customers, users, developers, owners, etc.) in relation to the storage options and document it with a mapping
	• Write storage allocation procedure for online storage option particularly if using tiered storage technology. For example: production contents needed to be on SSD (fastest tier), customer access contents on disks (medium tier), infrequently used contents on near-line optical storage (slowest tier)
	• Write procedures to guide users on "how and what" storage options to comply with the organisation policies
	• Write security procedures (including: access, handling, sharing, transportation, etc.) to guide users and technical support team on safeguarding the contents held on storage

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	options. It may be necessary to recommend banning certain storage options when found that it does not fulfil security policies • Write backup and recovery procedures with consideration to different types of storage that needed to be backed up. It also includes how and when the backup to take place as well as type of backup (full, partial etc.). • On completion of drafting of the procedures, seek input from various stakeholders before distribution. Where appropriate include suggestions and next review date • Seek approval from senior management with schedules for general adoption and monitoring 3. Exhibit professionalism • Be updated with current storage technologies and apply industry best practices to develop procedures that fulfil stakeholders' needs to storage usage and safeguarding the organisation's digital assets
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Complete an in depth study of the organisation's available storage options with stakeholder's usage pattern to produce a mapping of "organisation storage needs" • Write storage procedures that fulfil the organisation's policies and provide concise and precise user instructions without any miscommunication • Deploy the procedures on schedule and the adoption rate meets the expectation of the management
Remark	