

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

Functional Area - Operations Management

Title	Create asset inventory
Code	108004L4
Description	This unit of competency applies to all Digital Media Technology (DMT) practitioners who are responsible for creating the inventory of the organisation digital asset. "Digital asset", in this context, are all the digital media contents which are the property of the organisation. The inventory "list" may be a part of a complex asset management system or just a simple spreadsheet. However, a well-designed and maintained inventory is a very important part of a DMT company's content and business strategy.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge for creating asset inventory</p> <ul style="list-style-type: none"> • Possess good organisation and analytical skills • Good knowledge of the organisation's digital media contents • Appreciate the importance of a well implemented inventory system to the organisation operation and content strategies • Possess good knowledge of digital media content structures • Possess good knowledge of inventory and asset management methodologies <p>2. Create asset inventory:</p> <ul style="list-style-type: none"> • Determine the objectives of the inventory system and its application, including but not limited to the following: <ul style="list-style-type: none"> ○ What assets the organisation have ○ Facilitate production workflow ○ Tracking of assets ○ Who and when these assets are created ○ Control of access ○ Analytic for business strategies (such as: marketing, product sales, etc.) • Determine the type of asset and make related security considerations • Work with stakeholders to define the inventory structure, including but not limited to the following: <ul style="list-style-type: none"> ○ Media Category ○ Sub-category ○ Location (Local, External) ○ Content ID ○ Content full description ○ Content owner ○ Date created, last updated, version number, last access user ○ Access rights ○ Other metadata • Create the inventory and coordinate the collection of asset details for inventory list either manually with assistance from all stakeholders (content owner, administrators, developers, etc.) or use a software tool to crawl the content servers to extract details from the stored assets • Review the inventory list items with stakeholders to ensure it is complete and correct • Optimised (order) the inventory list to match the objectives of the organisation. For example: <ul style="list-style-type: none"> ○ Optimised for development use

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	<ul style="list-style-type: none"> ○ Optimised for distribution ○ Optimised on most accessed ● Formulate inventory list update and maintenance procedures for the inventory list and ensure all stakeholders will follow the procedure when new assets contents are created, updated, deleted <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> ● Apply current inventory management technology and techniques to implement an inventory system that matches the organisation's business needs
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> ● Determine the business objectives of creating inventory system ● Create the inventory structure to match the organisation's business objectives ● Develop a comprehensive procedure that can effectively keep the integrity of inventory
Remark	