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

Functional Area - Design, Development & Maintenance

Title	Define a system migration plan
Code	111155L6
Range	Define a system migration plan taking into account the business operations (including contingency plan) in the context of migrating systems
Level	6
Credit	3 （For Reference Only）

Competency	Performance Requirements
	1. Understand the requirements in system migration
	
	• Be able to
	   o comprehend the organisational requirements, limitations and constraints on the system migration
	   o identify all components of the system that need to be migrated
	   o know the regulatory requirement such as audit trails or other compliance requirements
	   o know the share responsibility model with IT service providers
	
	2. Develop and define a system migration plan and a contingency plan
	
	• Be able to
	   o perform reviews of software requirements, hardware infrastructure, software architecture, components, interfaces and performance model
	   o identify components that need to be updated
	   o make suggestions on how to upgrade the system, for example, with the use of the latest technological developments
	   o future-proofing the system by accounting for the adaptation of potential future technologies
	   o list out the required deliverables upon migration
	   o identify the critical success milestone and criteria in migration
	   o formulate a system migration plan by integrating the known factors and also taking into account the available migration timeline
	   o suggest an alternative contingency plan as a backup to cope with adverse cases
	   o alert of associated personnel for potential downtime to minimise impact to the operation of the organisation
	
	3. Update the migration plan
	
	• Be able to
	   o stay on top to keep abreast of the pace of business and technology changes
	   o observe the code of practices in trade
	   o update the developed system migration plan and contingency plan whenever necessary
	
	4. Define system migration plan in a professional manner
	
	• Be able to
	   o define a system migration plan
	   o define the contingency plan of the migration exercise
	   o minimise impact to the organisation's operation
	   o comply with the organisation's guidelines and procedures as well as any (local and international) laws and regulatory requirements, if applicable

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to : - devise and update a system migration plan and the related contingency plan for the migration exercise - minimise impact to the organisation's operation
Remark	