Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies

1. Title	Define software decommissioning policy and plan		
2. Code	ITSWDM613A		
3. Range	Define software decommissioning policy and plan taking into account of the impact to the business operations in preparation for the decommissioning of software [Design, Development and Maintenance – Software Decommissioning]		
4. Level	6		
5. Credit	4		
6. Competency		Performance Requirement	
	6.1 Understand the rationale to perform software decommissioning	Be able to find out ▪ the implications in decommissioning a particular software ▪ the relationship between the outgoing software and the integrated operating environment	
	6.2 Identify the responsible person or team in a decommission project	Be able to identify the person or team responsible for the preparation and management of the software decommissioning procedures	
	6.3 Define the scope and conditions where a software decommissioning policy applies	Be able to ▪ state which operational system to be replaced by the deployment or migration of new system ▪ state the functionalities of the replaced system ▪ express how and when a software can be phased out	
	6.4 Formulate and document a decommissioning policy and plan	Be able to ▪ develop a decommissioning policy covering areas such as technical and administrative judgements in qualitative and quantitative terms ▪ develop a decommissioning plan detailed enough to ensure reliable operational services to users are available during the decommissioning period ▪ document the policy and plan for management approval	
	6.5 Ensure organizational policy or guideline and regulatory requirements, if any, are observed	Be able to comply with any organizational policy or guideline and regulatory requirements during the development of the decommissioning policy and plan See Remark for some examples in these aspects	
7. Assessment Criteria	The integrated outcome requirement of this UoCs is the ability to deliver a set of software decommissioning policy and plan to guide operational staff in a software decommissioning project.		
Remark	Examples that organizational policy and regulatory requirements may affect the decommissioning policy and plan are as follows: ▪ it is not cost effective to maintain the system in its present condition ▪ the disposal of storage media should have the data in it be deleted in a way which is unrecoverable to uphold data privacy		