

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

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|------------------------|---|
| 1. Title | Prepare a budget based on the IT plan |
| 2. Code | ITWWSM504A |
| 3. Range | Prepare a budget based on the IT plan for budget planning of the organization overall [Strategic Management – IT Planning and Budgeting] |
| 4. Level | 5 |
| 5. Credit | 6 |
| 6. Competency | <p style="text-align: right;"><u>Performance Requirement</u></p> <p>6.1 Have good knowledge of IT budget planning</p> <p style="margin-left: 20px;">Be able to</p> <ul style="list-style-type: none"> ▪ understand the importance of documenting an IT budget plan ▪ understand the structure of an IT budget plan <p>6.2 Identify the elements and information for preparing for an IT budget</p> <p style="margin-left: 20px;">Be able to</p> <ul style="list-style-type: none"> ▪ identify the existing available resources of the company ▪ identify the resources requirements of the IT business plan ▪ compute the cost of extra resources to acquire for budgeting ▪ conduct amortization of the current resources and factor the cost into the budget <p>6.3 Formulate an IT budget plan</p> <p style="margin-left: 20px;">Be able to formulate plans for</p> <ul style="list-style-type: none"> ▪ analyse the resource requirement above according to the IT plans ▪ develop budgetary estimates according to historical figures and lessons learnt in previous years, if available ▪ present a coherent budget plan according to industry standards |
| 7. Assessment Criteria | The integrated outcome requirements of this UoCs is the ability to prepare a coherent budget plan according to IT business models and IT plans of the organization. |
| Remark | |