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

1. Title	Manage information life cycle	
2. Code	ITSWSM507A	
3. Range	Streamline infrastructure and procedures in handling data and information within an organization [Strategic Management – Information Management]	
4. Level	5	
5. Credit	3	
6. Competency		**Performance Requirement**
	6.1 Understand the cyclic activities on data or information upon their processing	Be able to ▪ understand data processing is a process to capture, store, process, retrieve or disseminate data or integrated information ▪ recognize the activities could be repeated in loop until retirement of that piece of data or information
	6.2 Recognize the shortfalls in traditional data management	Be able to list the shortfalls in traditional data management such as ▪ inconsistent data processing due to multiple copies and versions of data on different systems ▪ difficult to enforce security and privacy control policy ▪ lengthy backup or restore process ▪ voluminous storage system ▪ lack of convenient tools to prioritize data storage accordance to content and business value of data

	6.3 Justify the needs and set applicable procedures to perform Information Life-cycle Management (ILM)	Be able to
		▪ state and explain how ILM optimizes the usage of storage hierarchy
		▪ link up ILM to corporate policy on access, security, retention and disposal requirements
		▪ set up uniform information environment to reduce and eliminate
		  ➢ redundancies and irrelevant data;
		  ➢ version control problem;
		  ➢ unnecessary data volume;
		  ➢ hardware, software and supporting staff costs
		▪ set up systematic procedures to
		  ➢ categorize and prioritize data according to its business values such as timeliness and usefulness
		  ➢ reduce data redundancies
		  ➢ ensure immediately accessible for business critical data
		  ➢ enforce policy on preservation, distribution or deletion of information to improve efficiency and productivity

	6.4 Proactively and professionally manage the information life cycle	Be able to ▪ operate ILM with an aid to achieve the lowest unit cost for information management ▪ ensure reliability and performance level of ILM meeting requirements ▪ control activities in ILM to conform with corporate policy, audit and regulatory requirements in accordance with organization's guidelines as well as any (local and international) laws and regulatory requirements, if applicable
7. Assessment Criteria	The integrated outcome requirement of this UoCs is the ability to utilize information lifecycle model to manage business information in a cost effective way and seek improvements in operational efficiency while at the same time meets external audit or regulatory requirements.	
Remark		