

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Information Technology

Title	Establish information database management policies
Code	105112L6
Range	This unit of competency (UoC) is applicable to staff responsible for information technology management in the retail industry. It requires critical analysis, integration and expansion of information technology. It covers the abilities to formulate effective information database management policies in accordance with the organization's established utilization and management objectives for information technology, and strengthen the organization's application of information technology in order to promote the retail business development.
Level	6
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge of information database management <ul style="list-style-type: none"> • Master the condition of the organization's internal information, including: <ul style="list-style-type: none"> • Usage • Standard • Implementation plan • Regulatory requirements, etc. • Understand different modes of information management policies, e.g.: <ul style="list-style-type: none"> • Centralization of information with information management policies formulated by executive committee members • Individual departments handle their own information and make limited reports • Individual staff members handle their own information • Understand different sources for collecting information assets, including: <ul style="list-style-type: none"> • Strategic information assets from the organization's strategic documents • Strategic information assets from market and product information • Operational information assets from existing operating system, procedures and documents • Understand information of the most popular database management system software, e.g.: <ul style="list-style-type: none"> • Oracle DMBS • Microsoft SQL Server • IBM DB2 • Open-sourced database system, MySQL, etc. 2. Establish information database management policies <ul style="list-style-type: none"> • Analyze the archives, trend and development of the organization's business system • Forecast potential problems or risks that may threaten the operation of the information database system • Assess information database functions and the usage condition by different users in order to establish appropriate policies for fully utilizing the database system • Establish information database management policies or agreements, e.g.: <ul style="list-style-type: none"> • Documentation • Security • Maintenance • Usage and storage of information, etc. • Analyze different users' needs and applications and formulate policies related to usage, security and back-up (including destruction of back-up) • Specify users' rights to use and design related policies to monitor users' conformity to the usage restrictions • Formulate security policies to prevent unauthorized use • Formulate information management requirements and policies for different information in order to fulfill the standard, implementation plan and regulatory requirements for information usage • Formulate architecture principles for different information in order to comply with the organization's information management requirements and policies, e.g. how to organize, retrieve and handle information, etc. • Formulate criteria to coordinate the usage of information database and clearly convey the related message to various units in the organization

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Competency	3. Exhibit professionalism <ul style="list-style-type: none">• Establish information database management policies in strict adherence with the organization's established usage and management objectives for information technology• Ensure that the benefit of various stakeholders has been taken into account in the formulation of customer relationship strategies• Prevent, in a professional manner, any abuse of power or corrupt conduct by the abuse of information database management policies
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Analyze users' needs, security requirements and predict threats to security in order to formulate policies for monitoring usage of information database; and• Formulate information management policies and architecture principles for establishing an architecture for the organization's information.
Remark	