
Overview

The Consultancy sub-discipline (206) involves the competencies required to provide objective advice and assistance on the strategy, structure and management of IT operations of an organisation, in support of identified business purposes and objectives. It may focus on a specified business topic, such as new business ventures, cost reduction, mergers or product launches. Consultancy is usually contracted between a Consultancy provider and a client.

Working in the Associate Professional role (2063) involves:

- Contributing to consultancy assignments for IT enabled systems, under supervision (2063.01);
- **Collating information to inform consultancy assignments for IT enabled systems, under supervision (2063.02);** and
- Communicating information during consultancy assignments for IT enabled systems, under supervision (2063.03)

ESKITP2063.02

Collate information to inform consultancy assignments for IT enabled systems, under supervision

Performance criteria

You must be able to:

- P1 gather accurate and relevant information and data from a defined range of sources during a consultancy assignment for IT enabled systems in order to inform actions and recommendations
- P2 collate information relating to the customer/client organisation, and/or individuals within it, in order to inform consultancy activities for IT enabled systems
- P3 document the deliverables from own consultancy activities and collate the deliverables from a range of others' activities accurately and clearly
- P4 assist others with the verification of data and information used for, and produced during, a consultancy assignment for accuracy, currency, completeness, and relevance
- P5 assist others in the interpretation and analysis of information and data during the consultancy assignment
- P6 assist others in the preparation of reports and other consultancy assignment deliverables that will be used to inform sponsors, stakeholders, and other internal and external individuals, and bodies

Knowledge and understanding

You need to know and understand:

- K1 how to identify the individuals who need to be engaged in order to source appropriate information and data required to complete own consultancy activities for IT enabled systems
- K2 how to identify which sources of information and data need to be accessed/referenced in order to complete own consultancy activities for IT enabled systems
- K3 how to source, gather, and collate information from sponsors, stakeholders, and other individuals in order to inform a consultancy assignment for IT enabled systems
- K4 how to record and store relevant information and data:
 - K4.1 from sponsors, stakeholders, and other individuals
 - K4.2 from internal and external sources
- K5 how to analyse and interpret information and data relevant to a consultancy assignment for IT enabled systems
- K6 the importance of documenting deliverables and outcomes from a consultancy assignment in a clear and understandable manner
- K7 the potential implications for both the client/customer and the consultancy provider of information and data gathered during a consultancy assignment being inaccurate

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Suite IT and Telecoms

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