SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT

TSC Category	Development and Implementation					
TSC Title	Configuration Tracking					
TSC Description	Track systematically and manage changes and revisions in software projects to ensure that all changes are accounted for and to protect assets against unauthorized change, diversion and inappropriate use					
TSC Proficiency Description	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**
	ICT-DIT-1004-1.1	ICT-DIT-2004-1.1	ICT-DIT-3004-1.1	ICT-DIT-4004-1.1		
	Label, track and document all configuration items and changes to software projects using standard tools and templates	Verify accuracy, completeness and currency of information in configuration logs and review unauthorised changes, diversions or inappropriate use of software assets	Develop and update a configuration management plan, determining systems and techniques to track changes and revisions	Develop policies, processes and guidelines for the organisation's configuration management and tracking		
Knowledge	• Key information required to label configuration items • Indicators of unauthorised changes, diversions or inappropriate use • Configuration tracking processes and tools	• Importance of baselines in configuration items • Process of handling unauthorised changes, diversions or inappropriate use	• Key components of a configuration management plan • Various configuration management / tracking systems, tools and techniques	• Best practices in management of configuration items • Industry requirements and standards in the protection of software assets		
Abilities	• Label all configuration items according to set instructions and templates • Track configuration items, components and changes • Document changes to software projects using standard tools and templates • Perform regular checks on configuration and report unauthorised changes, diversions or inappropriate use of software products	• Review key information on configuration items • Track baselines for configuration items • Generate reports on configuration status for tracking software project progress • Verify for accuracy, and completeness of information in configuration logs and records • Review software assets where unauthorised changes, diversions or inappropriate use has occurred	• Develop a configuration management plan to oversee the systematic tracking, control and management of changes in software projects • Develop identification standards for naming and version control of software documentation • Select appropriate systems, tools and techniques to track changes and revisions • Update configuration management plan to account for key enhancements or	• Develop guidelines for the consistent classification and management of configuration items • Develop policies for the retention of baseline copies • Facilitate to oversee the organisation's configuration management and tracking system • Establish processes for the verification and audit of configuration records • Establish compliance standards to account for		

			updates to software assets • Investigate and report areas of non-compliance with configuration management standards or unaccounted changes	all changes to software products		
Range of Application	N/A					