

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

TSC Category	Operations and User Support					
TSC Title	IT Asset Management					
TSC Description	Manage, optimise and protect the organisation's IT assets. This includes the timely purchase, deployment, categorisation, maintenance and phase out of IT assets within the organisation in a way that optimises business value. Also includes development and implementation of procedures to guide the proper handling, usage and storage of IT assets to limit potential business or legal risks					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		ICT-OUS-2008-1.1	ICT-OUS-3008-1.1	ICT-OUS-4008-1.1		
		Procure and categorise IT assets across different lifecycle stages, and monitor IT asset levels regularly	Determine the IT assets to be procured and guidelines for proper handling, storage and maintenance, and manage the phase-in and phase-out of IT assets	Integrate understanding of future IT asset requirements and policy changes to define an asset management plan that optimises business value and minimise risk		
Knowledge		<ul style="list-style-type: none"> <li>Asset reporting protocols</li> <li>Asset request and procurement processes and considerations</li> <li>Categorisation of assets at different points in its lifecycle</li> <li>Proper asset handling, maintenance and storage procedures</li> <li>Types of business and legal risks, vulnerabilities and issues from assets</li> <li>Corporate policies for usage of assets</li> </ul>	<ul style="list-style-type: none"> <li>Lifecycle stages and management of IT assets</li> <li>Asset management tools and usage</li> <li>Impact of business needs on IT asset requirements</li> <li>Techniques to forecast required asset or inventory levels</li> <li>Industry best practices in asset handling, storage and maintenance</li> <li>Practices in the management of licenses, certificates, renewals and software intellectual property</li> <li>Potential business, legal or security risks from assets</li> </ul>	<ul style="list-style-type: none"> <li>Impact of emerging trends on asset management</li> <li>Elements of an organisation asset management plan</li> <li>Industry standards and best practices in asset management and lifecycle optimisation</li> <li>Calculation of optimal asset inventory levels vis-a-vis business requirements and forecasts</li> <li>Changes in legal and security policies or requirements</li> </ul>		
Abilities		<ul style="list-style-type: none"> <li>Follow a formally-approved procurement process to procure the required inventory stock and software assets</li> </ul>	<ul style="list-style-type: none"> <li>Determine the type, quantity, and timing of IT assets to be procured or supplemented according to business needs</li> </ul>	<ul style="list-style-type: none"> <li>Anticipate the future IT asset requirements of the organisation based on emerging trends and evolving needs</li> </ul>		

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

		<ul style="list-style-type: none"> <li>• Monitor levels of assets regularly and identify sub-optimal levels</li> <li>• Categorise assets according to organisation-specific procedures</li> <li>• Perform regular maintenance of assets according to organisational guidelines</li> <li>• Phase out irrelevant assets according to the asset management plan</li> <li>• Identify business or legal vulnerabilities and inefficiencies from existing assets</li> <li>• Check that business units comply with corporate policies in the utilisation of assets</li> </ul>	<ul style="list-style-type: none"> <li>• Develop internal processes to track and categorise assets and inventory through its lifecycle</li> <li>• Develop well-defined plans and instructions to guide proper handling, storage and maintenance of assets</li> <li>• Monitor the deployment and maintenance of assets in line with Service Level Agreements (SLA)</li> <li>• Determine optimal time for the phase in and phase out of assets, to maximise value within legal and security standards</li> <li>• Forecast changes in demand for and supply of various assets</li> <li>• Anticipate potential business, legal or security risks that assets may pose</li> <li>• Propose organisation guidelines to optimise and protect assets and intellectual property</li> </ul>	<ul style="list-style-type: none"> <li>• Define the organisation's asset management plan to optimise business value and minimise risk</li> <li>• Establish internal policies for the management, optimisation and protection of the organisation's assets in alignment with business priorities and industry standards</li> <li>• Set guidelines for optimal asset and inventory levels, in balancing changes in forecasts, business needs and costs</li> <li>• Develop procurement guidelines and Standard Operating Procedures (SOP)</li> <li>• Manage impact of policy changes on asset management plan</li> </ul>		
Range of Application						