

DACUM Research Chart for Information Technology Professional

DACUM Panel

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Duties		← Tasks				
A	Determine Project Requirements	A-1 Finalize project objectives	A-2 Interview end user(s)	A-3 Define project scope	A-4 Review legacy systems	A-5 Develop prototypes
B	Manage Project Resources	B-1 Develop project timeline	B-2 Inventory current resources	B-3 Supervise project facilities	B-4 Allocate tasks according to staff skills	B-5 Systematize hardware/software requirements
C	Design Project Components	C-1 Establish design environment	C-2 Develop a high-level design	C-3 Develop user interface design	C-4 Develop database design	C-5 Perform design walk-through
D	Develop Testing Procedures	D-1 Write test plan	D-2 Establish test environment	D-3 Establish test data set	D-4 Establish defect tracing mechanism	D-5 Develop test cases
E	Construct Project Solution	E-1 Obtain equipment and software	E-2 Develop work breakdown structure	E-3 Create code	E-4 Test/Debug programs	E-5 Conduct code inspections walk-through
F	Integrate/Test Project Solutions	F-1 Test individual modules	F-2 Create project build	F-3 Verify database integrity	F-4 Coordinate program flow	F-5 Establish back-up procedures
G	Deploy Project Solutions	G-1 Prepare production environment	G-2 Schedule system availability	G-3 Establish roll-out schedule	G-4 Create installation media	G-5 Install system at customer site
H	Maintain Application Programs	H-1 Establish customer support	H-2 Establish change control procedure	H-3 Perform technology transfer	H-4 Respond to reported defects	H-5 Evaluate changes to existing system

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A-6 Research regulations (e.g., state government, federal government)		A-7 Determine impact on existing projects	A-8 Establish documentation procedures	A-9 Write the requirements document	A-10 Obtain project requirements agreement	
B-6 Monitor consumable supplies	B-7 Create project income/ expense prospectus	B-8 Obtain budget approval				
C-6 Present high-level design to customer	C-7 Prepare detail designs	C-8 Identify reuse opportunities	C-9 Define external interfaces	C-10 Design user documentation		
D-6 Obtain test plan approval	D-7 Finalize user acceptance requirements					
E-6 Maintain issue/defects logs	E-7 Write user documentation	E-8 Report project progress				
F-6 Install security	F-7 Perform system tests	F-8 Schedule bug fixes	F-9 Assemble user group	F-10 Establish installation procedure	F-11 Execute user acceptance test	
G-6 Migrate legacy data	G-7 Train customers	G-8 Establish quality control team	G-9 Establish maintenance procedure	G-10 Run production tests	G-11 Cut-over to production system	
H-6 Modify programs	H-7 Deploy program changes					

General Knowledge and Skills

Leadership skills	Programming skills
Problem solving skills	Writing skills
Communication/presentation skills	Keyboard skills
Analytical thinking skills	Research skills
Organizational skills	Math
Supervisory skills	Business
Multi-tasking ability	Accounting
Computer skills	Interpersonal skills
Technical skills	Reading skills

Worker Behaviors

Sense of humor	Flexible
Able to follow orders	Punctual
Self starter	Tenacious
Problem solver	Patient
Common sense	Positive attitude
Team player	Integrity
Professional	Willing to learn
Responsible	Ambitious
Honest	Forward thinking
Inquisitive	Think outside the box
Willing to teach	

Tools, Equipment, Supplies and Materials

Terminal (CRT)	Testing software
Computer	Utilities
Productivity software tools	Design tools
Text editor	CASE tools
Software development tool	Office equipment
Project management tools	Documentation binders
Database servers	Debugging tools
Programming languages	System monitoring software
Compilers	Simulation tools
Version control tools	WEB tools
Defect tracking tools	Communications equipment

Future Trends and Concerns

Telecommuting	Wireless technology
Training	Stock options
Adventures in technology	Compensation
Web-based applications	Unprofessional atmosphere
Industry standards	Availability of skilled workers
Internet security	Certification regulations
Changing business practices	Federal/state regulations
E-Commerce	