



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Solution Assessment and Validation Techniques

Physical, Mathematical, Computer and Life Sciences / Information Technology and Computer Sciences

Unit Standard 259297 · NQF Level 6 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the techniques to assess and validate proposed solutions against business requirements. It ensures that solutions are feasible, viable, and aligned with stakeholder needs before implementation, reducing project risk and enhancing value delivery.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	259297
Accreditation	SAQA Accredited · NQF Level 6 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply solution assessment criteria to evaluate alternative solutions against defined requirements.
- Analyze the feasibility and viability of each proposed solution using cost-benefit and risk analysis.
- Evaluate solution performance indicators to determine whether the solution meets business objectives.
- Design a validation plan that includes acceptance criteria and testing procedures.
- Implement solution validation activities to confirm that the solution delivers the intended outcomes.
- Demonstrate the ability to document assessment findings and recommendations for stakeholder decision-making.

WHO SHOULD ATTEND

- Business analysts, project managers, systems analysts, and anyone involved in evaluating or validating solution options within a project environment.

COURSE OUTLINE

Day 1: Introduction to Solution Assessment and Validation

- Overview of solution assessment and validation
- Role of the business analyst in solution assessment
- Stakeholder identification and analysis
- Key concepts: solution, assessment, validation, verification
- The solution assessment lifecycle
- Business analysis framework and standards (BABOK)
- Importance of solution assessment in project management
- Case study: successful solution assessment

Day 2: Planning Solution Assessment

- Components of a solution assessment plan
- Defining assessment criteria: performance, usability, reliability
- Selecting appropriate metrics (KPIs)
- Data collection methods: surveys, interviews, observation
- Stakeholder communication planning
- Resource estimation and scheduling
- Risk identification in assessment planning
- Template for assessment plan

Day 3: Requirements Validation Techniques

- Validation vs verification
- Requirements validation techniques: reviews, walkthroughs, inspections
- Peer review process
- Prototyping as a validation tool
- User acceptance testing (UAT) basics
- Validation checklists
- Documenting validation outcomes
- Common pitfalls in requirements validation

Day 4: Solution Evaluation Methods

- Qualitative evaluation methods: interviews, focus groups
- Quantitative evaluation methods: surveys, analytics
- Cost-benefit analysis for solutions
- Usability testing techniques
- Heuristic evaluation
- A/B testing basics
- Data interpretation and reporting
- Evaluation tools and software

Day 5: Measuring Solution Performance

- Key performance indicators (KPIs) for solutions
- Setting performance targets
- Data collection techniques for performance
- Benchmarking methods
- Balanced scorecard framework

- Performance dashboards
- Reporting performance results
- Continuous improvement concepts

Day 6: Stakeholder Feedback and Communication

- Feedback collection methods: surveys, interviews, workshops
- Stakeholder expectation management
- Effective communication of results
- Conflict resolution techniques
- Prioritising feedback
- Feedback integration into solution improvement
- Reporting formats for different stakeholders
- Case study: managing difficult stakeholders

Day 7: Solution Validation through Testing

- Types of testing: unit, integration, system, UAT
- UAT planning and execution
- Writing test cases and scenarios
- Defect tracking and management
- Test environment setup
- Validation against requirements traceability matrix
- Sign-off criteria
- Testing tools overview

Day 8: Business Readiness and Transition

- Business readiness assessment
- Transition planning: cutover, data migration
- Training needs analysis
- Training delivery methods
- Go-live strategy and communication
- Post-implementation support plan
- Rollback procedures
- Change management basics

Day 9: Documentation and Reporting

- Assessment report structure
- Writing clear and concise reports
- Lessons learned documentation
- Reporting templates
- Data visualisation for reports
- Presenting to executives
- Report review and approval process
- Version control for documents

Day 10: Risk and Issue Management in Assessment

- Risk identification in solution assessment
- Qualitative and quantitative risk analysis
- Risk response planning

- Issue management process
- Risk and issue logs
- Escalation procedures
- Contingency planning
- Case study: risk management in assessment

Day 11: Continuous Improvement and Post-Implementation Review

- Post-implementation review process
- PIR report structure
- Identifying improvement opportunities
- Lessons learned repository
- Continuous improvement frameworks: PDCA, Six Sigma
- Action planning
- Monitoring improvement initiatives
- Organisational learning culture

Day 12: Integration and Capstone Project

- Capstone project: full solution assessment scenario
- Applying assessment plan, validation, evaluation, reporting
- Group work and presentation
- Peer feedback and review
- Integration of all course topics
- Preparation for unit standard assessment
- Course wrap-up and evaluation
- Certification requirements

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **15 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 45,100.00	R 45,100.00
1	In-House	R 58,600.00	R 58,600.00
1	On-Campus (Pretoria)	R 67,600.00	R 67,600.00

UPCOMING SESSIONS

No sessions are currently scheduled. Please contact us to arrange a session at a time and location that suits your team.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 259297) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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