LEADING PRACTICE
We set the Enterprise Standards!

Competency Map

Based on best practice Enterprise Modelling & Architecture principles

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Introduction

A competency is a cluster of related abilities, commitments, knowledge, and skills that enables a person - or an organizational unit, area or group – to successfully perform "critical work functions" or tasks in a defined work setting. Competencies often serve as the basis for skill standards that specify the level of knowledge, skills, and abilities required for success in the workplace as well as potential measurement criteria for assessing competency attainment.

In order to better capture and document all of the competency objects, Competency is built as a map. The Competency Map is an accurate list and representation of decomposed and/or composed objects. A map is often represented in the form of a simple list or a chart laid out in columns in either a document or a spreadsheet. It's appearance ranges from that of a single list of one object or that of multiple objects across multiple rows within one or more (specific) columns.

The purpose of constructing a Competency Map is to build an inventory or indexed list of objects that are to be either decomposed or composed for later usage within the business layer, information layer and/or technology layer of an enterprise. It is a powerful yet simple to use tool that allows the practitioner to document large amounts of information in a structured and coherent way.

Competency Map

The Competency Map provides you with a detailed overview of identified competencies (identified with a unique name and ID number), organizational units, areas and groups, enterprise capabilities, organizational functions, resources and actors, roles (organizational, service, process and application), owners (organizational, service, process, application/system, platform and infrastructure), and locations.

How to use the Competency Map

Identify and capture the competencies (identified with a unique name and ID number), organizational units, areas and groups, enterprise capabilities, organizational functions, resources and actors, roles (organizational, service, process and application), owners (organizational, service, process, application/system, platform and infrastructure), and locations.

For example:

1. A competency may have multiple yet specific associations with organizational units, areas and groups, enterprise capabilities, organizational functions, resources and actors, roles (organizational, service, process and application), owners (organizational, service, process, application/system, platform and infrastructure), and locations.
2. Multiple competencies may have an association with any single specific organizational units, areas and groups, enterprise capabilities, organizational functions, resources and actors, roles (organizational, service, process and application), owners (organizational, service, process, application/system, platform and infrastructure), and locations.

What	Where			What	What/Who	Who	What	Who	Where	Who								
Competency #	Organizational Unit	Organizational Area	Organizational Group	Enterprise Capability	Resource / Actor	Organizational Role	Organizational Function	Organizational Owner	Location	Service Owner	Service Role	Process Role	Process Owner	Application/ System Owner	Application Role	Data Owner	Platform Owner	Infrastructure Owner
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Table 1: The Competency Map.

Please note that the objects we have listed here are the most typical objects that are commonly used within a Competency Map, but there may be more (or fewer) relevant objects that are used within your organization. If that is the case, feel free to either add new ones, or remove any objects that are not relevant, or are otherwise unimportant, for this particular map.

Also note that the objects might have a different name in your organization, so make sure to adapt the objects of this artefact so that it fits to the taxonomy of your organization.

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The objects involved with a Competency Map is shown in Table 2.

Objects used with a Competency Map		
Notation	**Name**	**Description**
	Organizational Competency	An integrated and holistic set of related knowledge, skills, and abilities related to a specific set of resources (including persons and organizations) that - once combined - enables the enterprise to do something well.
	Organization (organizational units, areas and groups)	An arrangement or formation of resources that has a set of collective goals.
	Enterprise Capability	An enterprise capability is an abstraction that represents the ability to perform a particular skillset (i.e. organizational competencies, personal competencies, business functions, processes, services, and technology).
	Resource	A specific person, expertise, data, information, material, machine, land, capital or organization that is required to accomplish an activity or as a means to act on behalf of the enterprise to achieve a desired outcome.
	Actor	Any person, organization, or system that many be assigned one or more roles. Actors may be internal or external to an organization.
	Organizational Function	A cluster of tasks performing a specific class of jobs.
	Role (organizational, service, process or application roles)	A part that something or someone has the rights, rules, competencies, and capabilities to perform. A resource and/or actor may have a number of roles (i.e. process role, service role or application role) and many actors may be assigned the same role.
	Role (organizational, service, process, application/system, platform or infrastructure owners)	A part that something or someone has the rights, rules, competencies, and capabilities to perform. A resource and/or actor may have a number of roles (i.e. process role, service role or application role) and many actors may be assigned the same role.
	Location	A point, facility, place or geographic position that may be referred to physically or logically.

Table 2: Objects typically associated with the Competency Map.

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