A close up of a logo

Description automatically generated

**Information Technology**

***ICTICT522 – Evaluate vendor products and equipment***

**Project Portfolio**

Resource Version: 2.0

First Published: March 2023

© 2023 Trident Education Pty Ltd trading as Milestones International College

All rights reserved.

Milestones International College materials, regardless of format, are protected by copyright law.

Permission, however, is granted to Trainers, Assessors, and other members of the Registered Training Organisations to use, reproduce and adapt the material (third party material excluded) for their Recognition of Prior Learning (RPL) assessment activities.

This permission is subject to the inclusion of an acknowledgement of the source. Permission does not extend to the making of copies for hire or sale to third parties, and provided it is not used for commercial use or sale. Reproduction for purposes other than those indicated above requires the prior written permission of Milestones International College.

A close up of a logo

Description automatically generated

Trident Education Pty Ltd trading as Milestones International College

| TOID 45323 | CRICOS 03877M | Level 3, 252 Lygon Street Carlton VIC 3053|

|1300 991 716 | [info@milestones.vic.edu.au](mailto:info@milestones.vic.edu.au)

CONTENTS

[Section 1: Business requirements review 5](#_Toc63252958)

[Section 2: Identifying, testing and evaluating vendor products and equipment 7](#_Toc63252959)

|  |  |
| --- | --- |
| Student name: |  |
| Assessor: |  |
| Date: |  |
| Business this assessment is based on: |  |

Section 1: Business requirements review

|  |  |
| --- | --- |
| About the business  *Provide an overview of the business and its operations and objectives.* | King Edward VII College, founded in 2010, is a Registered Training Organization (RTO) that provides training through VET courses in business and management. It provides high-quality training, following the VET Quality Framework standards.  Its mission is to provide high-quality industry training that engenders participation and achievement.  The courses offered are (4):  - Management  - Marketing  - Human Resources  - International Business  Their structure is (24 staff members):  - 1 CEO  - 1 Marketing Manager  - 1 Marketing Assistant  - 1 Human Resources Manager  - 1 Finance Manager  - 1 Administration Officer  - 1 IT Manager  - 1 Receptionist  - 1 Academic Manager  - 1 Student Services Officer  - 14 trainers  Target Market:  All individuals (residents or foreigners) who wish to enter the industry or are already working in:  - Business  - Administration  And wish to formalize or develop their skills.  Operations:  The institution has a campus in Melbourne CBD and wants to expand to Sydney and Brisbane (6 months)  Operational plan (3 years):  - Upgrade current ICT system to be faster  - Improve web site information  - Conduct annual internal audit  - Develop and implement workforce plan  - Develop and implement a cultural sensitivity and awareness program for staff  - Implement staff performance management review system  - Identify suitable location for Sydney and Brisbane campuses  - Provide information sessions showcasing the College  - Fit out new campuses ready for student admissions in February  - Interview staff for commencement in new campuses  - Develop an on-line learning platform for all courses  - Staff performance reviews  - Undertake scoping study for possible offshore campus  Operational objectives:  - establishing two new campuses  - offering online blended learning  - providing face to face information sessions  - improving our web site  - continually improving the quality of service given to clients’ pre-enrolment, during course delivery and through the provision of support services while remaining price competitive  - focusing on the provision of courses required by industry  - maintaining effective communication channels with all stakeholders to ascertain industry requirements and then develop products and manage services accordingly  - continually improving communication channels with all our stakeholders, ensuring a flow of timely and accurate information to facilitate effective planning and decision making  - consistently satisfying individual client needs and demands at the same time as developing the knowledge and skills required by industry  - targeting identified growth markets with planned, market appropriate campaigns, employing a variety of promotional strategies and advertising media  - offering attractive fee structures  - continually improving the skills, knowledge and effectiveness of King Edward VII College management and staff through our commitment to training and development  - regularly reviewing the effectiveness of all our operations and making improvements when and where necessary.  Projections:  - Increase of at least 10% annually  2. The hiring of human resources is projected in:  - training staff  - assessment  - medium  - administration  according to the table in Workfoce Development.  - Review of the plan every 6 months for management to decide if human resource levels are appropriate |
| Business requirements  *Provide your own evaluation of the business’ requirements, as well as what you consider are priorities for the business.* |  |
| Conflicts and overlaps  *Based on the information you have about the business identify both conflicting and overlapping business requirements. Give at least one example of each.* |  |
| Budget and resources  *Describe the budget and resources available for the project. If you are completing the case study business, identify this information from the simulation pack. If this is your own business, you will need to confirm this information and record it here.* |  |

Section 2: Identifying, testing and evaluating vendor products and equipment

|  |  |  |
| --- | --- | --- |
| Vendor products and equipment  *Describe the products/equipment that you believe could meet the business’ needs. Then document your research about potential vendor products and equipment.*  *You should identify a minimum of two possible vendors for each of the products/equipment you have identified as relevant to the business’ needs.*  *Include the technical details to clearly articulate the alternatives to the business.*  *Also include costs.*  *Also include screenshots of the details on the vendors website.* |  | |
| Interdependencies  *In terms of the products and equipment you have identified, identify and describe any interdependencies i.e. does the product/equipment only work with specific software.* |  | |
| Availability of products/equipment  *In terms of the products and equipment you have identified, indicate their availability.* |  | |
| Standards  *For each of the products/equipment you have identified, identify the Standard that applies to the product/equipment.* |  | |
| Testing  *Describe the testing procedure for testing the products/equipment.*  *Describe how the test procedure is both valid and reliable.*  *Include results of the tests you have undertook. This can be screenshots, for example, and will be specific to the product/equipment you have chosen.* |  | |
| Additional testing  *If the initial tests you undertook were inconclusive or where it appears another product may be more appropriate, describe revised testing you undertook. If this situation did not occur describe what you would do in this situation.* |  | |
| Cost-benefit analysis  *Based on your research and testing to date, summarise how each of the vendor products/equipment you have reviewed rate regarding:*   * *their quality* * *their performance* * *support offered by the vendor* * *benefits and limitations* * *integration capabilities*   *Discuss the fit between the vendor products/equipment and the client’s needs.* |  | |
| Recommendations  *Based on the cost-benefit analysis you have completed, provide your recommendation on which products/equipment you believe is most suitable for the business and why.* |  | |
| *Paperclip* Attach: | Screenshots |  |