Unit 1, Outcome 1

• About me

My name is Dale, I am interested in tech and a newly found love for codingI spend alot of time watching tech YouTubers channels to stay up to date on all new computer technology as I love to build computers, My hobbies include creating art both digital and using coloured pencils also gaming on PC and Xbox One X.

1.1 Describing the purpose of IT in modern business

The purpose of I.T in modern businesses is entirely dependant on the needs of the business for example a busy warehouse or supermarket chain that sells alot of products needs to keep track of inventory so that when a particular product is selling quickly they can use the information gathered by computer systems more efficiently to purchase new stock as the system can do this automatically, another purpose would be to store a vast amount of information securely, i.e this could be company secrets or even for recording customer interactions in a more organised way which helps to keep down business costs to pin point strategy towards more effective communication ie logging and dealing with customer complaints, communication between employees is also a purpose as they can contact each other quickly through e-mail and company intranet which delivers information much quicker than any letter or fax, time is money and computer systems streamline key areas of business. [1]

Reference: [1] <https://smallbusiness.chron.com/information-technology-its-role-modern-organization-1800.html>

1.2 Describing methods, skills and resources needed to complete digital projects

successfully – what do you need to make projects successful? What tools? What

skills?

In order for a digital project to be successful, you need to have good time management skills, planning effectively the best way to proceed by creating a schedule with tools like Trello to create a list of tasks with a target deadline for each specific task, an essential skill when working in a team is to be able to identify strenghts and weaknesses of the people you work with a communicate effectively using webapps such as Slack when delegating tasks.Relevant software to use is important, learning from previous experience on projects can help by not making a time costly mistake again. Making sure you have the tools and resources to do research to complete your project ie search engines and specialist websites & books when searching for knowledge. [2]

Reference: [2] <https://teamdeck.io/project-management/resource-planning-in-project-management/>

1.3 Plan and carry out tasks using IT – e.g. making your website. How will you plan it?

Include a link to your Trello board.

To plan my website project I will create a Trello board starting with a To Do list, In Progress & a Completed section to keep a full track on the project from start to finish. I will also create a list of all the tools and resources utilised for the task, including how they have been used. [3] Link to Trello board: [3] <https://trello.com/b/K71Okhoz/webpage-design>

1.4 Describe the risks that might impact digital projects – what causes digital

projects to fail? Why?

The main issues that can cause digital projects to fail can be a lack of communication within the team for example not keeping everyone updated with the task you are currently doing using tools such as Trello, Slack or even basic e-mail. Occasionally digital project failure can be a result of poor planning (i.e, not using tools effictively like Trello, draw.io to make flow charts) even by not having a definitive plan on software you will use in the process. Other reasons may be a lack of commitment from team members, reason may include not showing up on time although this may be due to personal reasons it can deeply impact completion of any project. [4] Referencing a survey conducted: [4] <https://www.manchesterdigital.com/post/manchester-digital/why-digital-projects-fail>

1.5 Describe how you would go about selecting and using IT systems and software –

how do you select the right kind of technology for the job?

The way I would select software and IT systems is that i would consider what I would need to be able to do, the software or IT system would have to be fit for purpose for example I would use Trello to create a plan of how to proceed and keep track of progress, Wordpad as it is free and it can be used to write out all of the information my website is going to contain and Visual Studio Code to write the code because it is the software that i am most familiar with.

1.6 Describe and provide analysis on how your chosen technologies have helped you

achieve your outcomes. – How has Trello helped you plan and how can git and

GitHub help with your codes version control

GitHub allows me to store the code online so it is accessible from anywhere i may be working. I can also keep track of the most up to date code that i wil be using for any given project. Trello has helped organise my tasks so I can keep track of where im up to and what time I for each individual job to reach my ultimate goal which is completion of the project

1.7 Describe legal guidelines and constraints that impact digital projects – How does

GDPR impact digital projects?

GDPR impacts digital projects such as website creation as the regulations are stricter in regards to how personal details are collected and used, for example sensitive information that can be use to identify someone, The rule applys to a persons personal or sensitive data and how it is used can be a breach of GDPR regulations, explicit permission must be gained from the owner of the information. You can't just use someones personal information for your website or collect online identifiers (i.e someones device MAC address, IP or User account I.D's) [5] Reference:[5] <https://www.smashingmagazine.com/2018/02/gdpr-for-web-developers/>

Unit 2, Outcome 1

1.5 Describing copyright and other constraints affecting websites

The main constraint involving copyrights affecting websites is that a website creator could be liable for copyright infringement if they use an image that is not original or created by themselves, The creator should get written permission from the content owner before using any copyright protected intellectual property or check that the terms allow for such use, the copyright owner can have their content removed if permission is not obtained (i.e images, videos or even written work from other webpages)[6]

Reference:[6] <https://www.bitlaw.com/internet/webpage.html>

1.6 Describing access issues that need taking into account - describe issues that

people with disabilities may face when using webpages and how we can overcome

them

Disabilties that can impact the ability to use websites can include hard of hearing, being unable to move, blindness and persons with a lower cognitive ability, These disabilties could be caused by genetics or an unfortunate accident ie a broken arm or even old age. Some of the ways we can over come these issues is by using text alternatives rather than images, speech recognition for voice input, larger text or functionality for text to be sent to a braille device.[7]

References:[7] <https://www.w3.org/WAI/fundamentals/accessibility-intro/> <https://www.w3.org/WAI/fundamentals/accessibility-principles/>

1.7 Describe which are the appropriate filetypes for websites

The best filetypes are files that use a lossless format compression to avoid or minimise any loss of details, for example images that are size limited. SVG, lossless WebP or PNG are best for icons, for photographs the best choices are WebP or Jpeg. Jpeg images are more compatible with older browsers but WebP can offer better compression which allows for faster loading times depending on internet connection speed.[8]

Reference:[8] <https://developer.mozilla.org/en-US/docs/Web/Media/Formats/Image_types>