|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name |  | | | | Student Number | |  | |
| Unit Code/s & Name/s | ICTICT509 Gather data to identify business requirements  ICTPRG502 Manage a project using software management tools | | | | | | | |
| Assessment Type | Written | | | | | | | |
| Assessment Name | Written Assignment  Gather Business Requirements Assignment | | | | Assessment Task No. | | AT1 | |
| Assessment Due Date |  | | | | Date submitted | |  | |
| **Assessor Feedback:**  **Student provided with feedback** *(check box when completed)* | | | | | | | | |
| **Attempt 1** | | Satisfactory | | Unsatisfactory | | Date | | / / |
| **Attempt 2** | | Satisfactory | | Unsatisfactory | | Date | | / / |
| Assessor Name |  | | Assessor Signature | | |  | | |
| Note to assessor: Please record below any reasonable adjustment that has occurred during this assessment e.g. written assessment given orally. | | | | | | | | |
|  | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessment criteria / benchmarks  **The evidence submitted demonstrates that the student satisfactorily:** | Attempt 1 | | Attempt 2 | |
| S | U | S | U |
| 1. Prepared a preliminary client meeting plan. Note these details in an email with a view to obtaining your manager’s feedback:   Anticipation of the project requirements – hardware, software, security, people / stakeholders and their role in the project, processes, data, etc.  Anticipate the best practice and most appropriate information gathering techniques – interviews, surveys, observation and/or research.  Prepare an extended set of open and closed questions for the client meeting.  Consider what repositories of information might exist that would be applicable to this project.  A project brief or business documentation from the client.  Check with your manager on organisational standards for documentation and development standards. |  |  |  |  |
| 1. Performed the following activities:   Prepare an email to the client seeking an appropriate meeting time and date.  Attend a client project requirements meeting.  Approach the meeting with an appropriate level of professionalism.  Enquire with the client about their organisational standards applicable to this project.  Verify with the client for any business critical factors pertaining to the directions of the organisation that may need to be considered for this project.  Review reports, pro-forma documents, templates and other data sources provided by the business.  Utilise other information gathering techniques as and where applicable to the client project. For instance, utilise the internet and other sources to research applicable hardware and software applicable to this project.  Document the project requirements based on organisational standards and…  Sought client and manager feedback and approval via either a meeting (in the form of meeting minutes) or an exchange of emails. |  |  |  |  |
| 1. Once client acceptance of the requirements has been received, completed a preliminary analysis report which consists of the following headings:   Introduction – brief description of the project, plus the names of the persons providing the project requirement detail (from which you will be defining the business and project requirements and priorities).  System Request Summary – describes the basis of the systems request.  Findings – contains the results of the preliminary investigation, including description of the project’s scope, constraints, and feasibility.  Recommendations – actions to be taken with specific reasons and justifications.  Time and Cost Estimates – describes the time and cost of developing and implementing the system.  Expected Benefits – anticipated tangible and intangible benefits. |  |  |  |  |
| 1. Prepared a rough ER diagram (or equivalent), and a rough set of preliminary screen designs. Added these to the analysis report. |  |  |  |  |
| 1. Presented the analysis report (including preliminary ERD and screen designs) to the Project Manager for feedback and sign-off:   In this meeting you are required to show evidence of your ability to:  Present and discuss your research and project requirements, with a view to receiving feedback from your project manager.  Demonstrate effective questioning, discussion and listening skills and techniques.  Demonstrate your understanding of the various points and concepts discussed, and the feedback provided. |  |  |  |  |
| **Evidence of the student having demonstrating consistent performance:** |  |  |  |  |
| Identifying sources and gathering information relating to the business requirements |  |  |  |  |
| Reviewing and analysing business requirements based on business strategy and directions |  |  |  |  |
| Confirming the business critical factors with stakeholders |  |  |  |  |
| Preparing data for review |  |  |  |  |
| Documenting data analysed for review according to organisational standards |  |  |  |  |
|  |  |  |  |  |
| 1. Determined project management software, source-code control software, and collaboration management software. |  |  |  |  |
| 1. Determined software development methodology and source code control procedure |  |  |  |  |
| 1. Prepared a project plan according to software requirements specifications and development methodology. Utilised mathematical estimates to separately verify timelines and costings. |  |  |  |  |
| 1. Demonstrated the use of project management software, source-code control software, and collaboration management software. 2. Demonstrated best practice in the use of the project management software in leading and managing project activity and communicating in an effective and appropriate manner. |  |  |  |  |
| 1. Worked with others, interacting well with the group. |  |  |  |  |
| 1. Prepared a report or detailed email of project results, identified issues, approaches used in managing the issues, adjustments to the project plan |  |  |  |  |
| 1. Prepared a detailed email for review of management tools |  |  |  |  |
| 1. Provided list of references for all products used |  |  |  |  |
| 1. Presented the project plans and screen captures of using project management tool, source code control, and collaboration environment to the project manager for sign-off |  |  |  |  |
| **The student has demonstrated competency in:** |  |  |  |  |
| Task skills - performing every task in the assessment at an appropriate skill level |  |  |  |  |
| Task management skills - managing the various tasks in this assessment at an appropriate skill level, and within a working environment that replicates a workplace appropriate for software development. |  |  |  |  |
| Contingency management skills - managing issues that arise at an appropriate skill level, and within a working environment that replicates a workplace appropriate for software development. |  |  |  |  |
| Job role environment skills – operating and interacting appropriately and effectively within a working environment that replicates a workplace appropriate for software development. |  |  |  |  |
| *Note: These checklist items are based on additional Critical Evidence, Required Skill and Required Knowledge not explicitly stated elsewhere in the assignment requirements checklists.* |  |  |  |  |
| *Note: Please find the working solution with notes under the supplied folder called “TeachersReference”.* |  |  |  |  |