

Assessment Task

- Written



Student Name	Kyle Kent	Student Number	465510139
Unit Code/s & Name/s	ICTICT509 Gather data to identify business requirements		
Assessment Type	Written		
Assessment Name	Written Assignment Gather Business Requirements Assignment	Assessment Task No.	AT1
Assessment Due Date		Date submitted	
Assessor Name			
<p>Student Declaration: I declare that this assessment is my own work. Any ideas and comments made by other people have been acknowledged as references. I understand that if this statement is found to be false, it will be regarded as misconduct and will be subject to disciplinary action as outlined in the TAFE Queensland Student Rules. I understand that by emailing or submitting this assessment electronically, I agree to this Declaration in lieu of a written signature.</p>			
Student Signature	K Kent	Date	20/09/2018
<p>PRIVACY DISCLAIMER: TAFE Queensland is collecting your personal information for assessment purposes. The information will only be accessed by authorised employees of TAFE Queensland. Some of this information may be given to the Australian Skills Quality Authority (ASQA) or its successor and/or TAFE Queensland for audit and/or reporting purposes. Your information will not be given to any other person or agency unless you have given us written permission or we are required by law.</p>			

Instructions to Student

Learning Support

Additional support is available to help you achieve your learning goals. Speak to your teacher or a Learning Skills Centre team member if you feel that you may benefit from some extra support. The Institute provides extra support through the Disability Support Unit and the Learning Skills Centre.

RPL (Recognition of Prior Learning) is available for this unit. Speak to your teacher/assessor to check if you qualify for RPL.

Conditions of Assessment

You will need to complete the learning and undertake all assessments satisfactorily to be deemed competent. You are responsible for complying with all assessment item instructions; submission and collection requirements; undertaking assessment tasks honestly and retaining a copy of all assessment items.

You must submit assessment items by the **due date**, unless an extension has been granted by your teacher. Failure to submit assessment items by the due date will result in a "did not submit" being recorded and depending on your circumstances, you may be granted one final resubmission.

To be judged competent in this assessment item the student is required to demonstrate competence in all indicators shown in the marking guide.

The Classroom as a Simulated Work Environment

Students must be aware and take responsibility for the problems of working in a shared IT environment. Problems such as noise levels, production flow, interruptions and time variances are common to workplaces. In the simulated environment provided in the classroom these problems can take the form of:

- Other students who continually ask questions or talk aloud while thinking
- Fire drills, projector not working, printers running out of paper or toner cartridge
- Miscalculating how much work you can do in one day, missing classes and so on.

Some things are unavoidable and you must devise strategies to overcome them, for example, we cannot stop students from asking questions or entering at exiting the class. Other things are unpredictable (e.g. fire drills). You need to be aware and plan and organise your work allowing some extra time for unavoidable and unpredicted events.

	<p>Assessment Criteria:</p> <p>To achieve a satisfactory result, your assessor will be looking for your ability to demonstrate key skills/tasks/knowledge to an acceptable industry standard.</p> <p>Refer to the marking criteria document for a detailed list of items.</p> <p>Number of Attempts:</p> <p>You will receive up to two (2) attempts at this assessment task. Should your 1st attempt be unsatisfactory (U), your teacher will provide feedback and discuss the relevant sections / questions with you and will arrange a due date for the submission of your 2nd attempt. If your 2nd submission is unsatisfactory (U), or you fail to submit a 2nd attempt, you will receive an overall unsatisfactory result for this assessment task. Only one re-assessment attempt may be granted for each assessment task, with the exception of Apprentices or Trainees who are permitted an additional supplementary assessment. For more information, refer to the Student Rules.</p>
Submission details	<p>Submit your assessment to the allocated dropbox in Connect or to the allocated network folder.</p> <p>Your teacher will provide all the details for the submission system or network.</p> <p>Your assignment must be saved with your surname_student number_unit/cluster_AssessmentNumber. For example:</p> <p style="text-align: center;">surname_1234567890_ICTICT509_1</p> <p>For re-submissions, an "R" must be added to the file name. For example:</p> <p style="text-align: center;">surname_1234567890_ICTICT509_1_R</p> <p>The Marking Criteria Sheet must be signed and submitted with your work.</p>
Instructions for the Assessor	<p>To be judged competent in this assessment item the student is required to demonstrate competence in all indicators shown in the marking guide.</p> <p>Seek evidence that confirms that students are able to complete tasks in an environment that reflects that of a software development workplace, including but not limited to noise levels, variations, and adjustments to time schedules. Ensure students are able to do this while having access to:</p> <ul style="list-style-type: none"> • Details of the project requirements • Business domain details
Note to Student	<p>An overview of all Assessment Tasks relevant to this unit is located in the Unit Study Guide.</p>

Instructions to Students

Assessment 1: Gather data to identify business requirements

Either use a current project that you currently engaged in or use the scenario below.

Assignment Scenario:

Laura's business started out as a small landscaping service for a number of the neighbours. It has grown over the past 6 years to become a 4 person operation providing both lawn-mowing and landscaping services.

Laura gets her supplies from various landscape suppliers, who also provides appropriate hire equipment and takes care of any servicing of machinery currently owned by the business.

Laura wants you to create a computerised records system for her business and connect herself to her various subcontractors and email orders to her suppliers.

You will be required to complete the following tasks:

1. Prepare 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**.

2. Perform 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...
- Seek client and manager feedback and approval via either a meeting (in the form of meeting minutes) or an exchange of emails.

NOTE: A meeting checklist has been provided for your review on the following pages.

3. Once client acceptance of the requirements has been received, **complete 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.

4. Prepare a rough **ER diagram** (*or equivalent*), and a rough set of preliminary **screen designs**. Add these to your analysis report.

5. Present your analysis report (including preliminary ERD and screen designs) at a meeting to your 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.