Occupational Specialism checklist

Name:________________________________ Target:________________________

Proposal (24 marks):

1	*Identifies & decomposes some problems. Some; client/user needs met, potential risks mitigated, relevant regulatory guidelines & legal requirements addressed. Limited reasoning, with partial justification. Basic definitions of what's required.*
2	*Proposal decomposes most of the problems. Most; client/user needs met, potential risks mitigated, relevant regulatory guidelines & legal requirements addressed effectively. Good reasoning, mostly justified. Good definitions of what's required.*
3	*Proposal decomposes all of the problems. All; client/user needs met, potential risks mitigated, relevant regulatory guidelines & legal requirements addressed effectively. Comprehensive reasoning, fully justified. Perceptive definitions of what's required.*

Initial research	✔
How hardware & software is used in the industry	
Newly emerging technologies	
How 'digital' could be used to meet different user's needs	
Industry-specific guidelines and regulations	

Proposal document	✔
Business Context	
Functional & non-functional requirements	
Decomposition of problems to be solved	
Key Performance indicators (KPIs) and user acceptance criteria	
Description of proposed solution	
Justification of:	
- How solution meets needs of client and users	
- How potential risks will be mitigated	
- How legal & regulatory requirements will be addressed	

Design (34 marks):

1	*Adequate interface. Basic decomposition. Algorithms produce some correct outcomes. Some effective use of conventions. Somewhat appropriate data requirements. Test Strategy shows basic understanding. Some effective communication.*
2	*Good interface. Good decomposition. Algorithms produce mostly correct outcomes. Mostly effective use of conventions. Mostly appropriate data requirements. Test Strategy shows good understanding. Mostly effective communication.*
3	*Excellent interface. Highly-effective decomposition. Algorithms produce consistently correct outcomes. Effective & consistent use of conventions. Fully appropriate data requirements. Test Strategy shows thorough understanding. Consistently effective communication.*

Visual designs	✔
Wire frames	
Interface designs	
Style guides	
Site structure diagram	
Clickable prototype	

Data designs	✔
Data dictionary	
Data Flow Diagram(s) (DFDs)	
Entity Relationship Diagram(s) (ERDs)	
SQL Query Designs	
Class Diagram(s)	

Algorithm designs	✔
Flowcharts	
Pseudocode	

Test Strategy shows…	✔
Order in which you intend to test components	
Types of tests to be carried out for each component	

Developing the solution (30 marks):

1	*One language, some functionality. Lacks efficiency, some major errors. Some logic & structures, some correct outcomes. Inconsistent naming. Limited organisation & commenting. Basic UX, partially robust. Some effective application of laws & standards.*
2	*Two languages, some functionality. Lacks efficiency, some major errors. Sufficient logic & structures, adequate correct outcomes. Somewhat appropriate naming, some organisation & commenting. Adequate UX, adequately robust. Mostly effective application of laws & standards.*
3	*Two languages, functional. Mostly efficient, some minor errors. Mostly logical & structured, mostly correct outcomes. Mostly appropriate naming. Mostly organised & commented. Good UX, largely robust. Consistent & effective application of laws & standards.*
4	*Two languages, functional. Consistently efficient. Consistently logical & structured, consistently correct outcomes. Consistently appropriate naming, organisation & commenting. Excellent UX, fully robust. Consistent & effective application of laws & standards.*

Assets Table	✔
Record assets used	
Describe content & purpose	
Retrieval date	

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Your prototype solution	✔
Commented code in at least 2 languages	
Document iterative testing ↻	
Document changes made (iterative)	
Proof of high-quality user experience	
Proof of following legal & regulatory guidelines	
ⓘ Save & submit organised copies of key versions	
ⓘ Save & submit your code as PDFs & .txt files	

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Testing (18 marks):

1	*Basic understanding of test data. Basic understanding of how errors/problems were identified & rectified. Evidence of basic iterative process. Documentation shows limited records of/vague reasons for changes made. Some effective use of versioning.*
2	*Good understanding of test data. Good understanding of how errors/problems were identified & rectified. Evidence of good iterative process. Documentation shows adequate records of/supported reasons for changes made. Mostly effective use of versioning.*
3	*Thorough understanding of test data. Comprehensive understanding of how errors/problems were identified & rectified. Evidence of effective iterative process. Documentation shows detailed records of/convincing reasons for changes made. Mostly effective use of versioning.*

Test the following	✓
Inputs	
Calculations	
Validation	
Processes	

Test Data Types	✓
Valid	
Invalid	
Valid Extreme	
Invalid Extreme	

Iterative Approach ↻	✓
Show iterative approach to testing	

Gathering feedback (24 marks):

1	*Limited quality feedback materials which provide some opportunities to inform future iterations. Communication sometimes effective for both technical & non-technical audiences. Limited use of technical language.*
2	*Adequate quality feedback materials which mostly provide opportunities to inform future iterations. Communication mostly effective for both technical & non-technical audiences. Technical language mostly appropriate.*
3	*Good quality feedback materials which consistently provide opportunities to inform future iterations. Communication effective for both technical & non-technical audiences. Technical language consistently appropriate.*
4	*High quality feedback materials which consistently provide opportunities to inform future iterations. Communication effective for both technical & non-technical audiences. Technical language consistently appropriate.*

What do I need to do?	✓
Prepare demonstrations of your prototype’s functionality	
Present to technical audience (e.g. programming professionals)	
Present to non-technical audience (e.g. the client/users)	
Produce a plan for how you intend to gather feedback	
Use the materials you produce to gather feedback	
Record feedback received in a format(s) suitable for analysis	

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What kind of feedback to can I gather?	✓
Formal & Informal feedback	
Quantitative & Qualitative feedback	
Responses to surveys/questionnaires	
User Interviews/observation records	
Focus groups (cross-section of target audience)	

Evaluating the effectiveness of your solution (15 marks):

1	*Limited review, sometimes supported by superficial consideration. Basic evaluation and reasons for iteration. Supported by limited examples & consideration of feedback*
2	*Good review, mostly supported by good consideration. Good evaluation and reasons for iteration. Supported by mostly relevant examples & consideration of feedback.*
3	*Comprehensive review, well supported by effective consideration. Thorough evaluation & convincing reasons for iteration. Supported by entirely relevant & perceptive examples & consideration of feedback.*

Evaluate Assets & content	✓
How effective are the assets and content used?	
- Why were your assets & content selected and others rejected?	
- How valid & reliable were the sources of information you used?	
- Legal and ethical implications of the assets and content selected	

Meeting needs	✓
How well does your solution meet…	
- Functional & non-functional requirements	
- Key Performance Indicators (KPIs)	
- User acceptance criteria	

	✓
Finally, how could the prototype be developed further?	