Assessment Task

Qualification national code and title	ICT50220 – Diploma Information Technology (Advanced Programming)
Unit/s national code/s and title/s	Innovation Project: ICTICT517 – Match ICT needs with the strategic direction of the organisation BSBCRT512 – Originate and develop concepts

Assessment type (☑):

☐ Questioning (Oral/Written)

☐ Practical Demonstration

☐ 3rd Party Report

☒ Other – Project/Portfolio *(please specify)*

Assessment Resources:

Word processor - (Microsoft Word, WordPad etc.)
Visual, design tools (if required) – (Draw.io, Photoshop etc)
Project Management Tools – (Microsoft Project, Asana, Monday etc)

Assessment Instructions:

This assessment forms the core planning, preparation and documentation of executing an effective project. Using the knowledge gained through the learning materials you will be assessed on the elements of two units of competency:

- BSBCRT512 – Originate and Develop Concepts
- ICTICT517 – Match ICT Needs with the Strategic Direction of the Organisation.

The assessment is split up into three parts (A-C). Ensure that you complete all documents and forms and supply the correct supporting evidence to allow the assessor to mark you as competent. Failure to supply all evidence may result in a Not Yet Competent result for this assessment. Feedback will be given by your assessor on your submission, resubmissions should be made as soon as possible to avoid further delays.

Submission date:

- Part B: Session 15

Completion of these tasks during class time is considered an element of the assessment process. As this assessment is a group assessment, evidence of collaboration can be gathered this way, or through additional supporting documents showing online collaboration.

Assessment Instrument:

RTO Code 52786   CRICOS Code: 00020G

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Group Assessment - Group Submission

Assessment 1B – Action Plan

Use the solution reports from each team member to form an action plan. This action plan will form the core agreement between you and your projects stakeholders in how the solution will be implemented. It should break down in detail the tasks necessary to complete the project.

The action plan must include the following elements:
1. Version control
2. Executive summary
3. Stakeholders (including contact/communication method)
4. Task outline
5. Deliverables
6. Resources
7. Timelines
8. Milestones (Including communication milestones for client)
9. Assignment of tasks, resources and timelines into a chart or diagram showing critical path. (Project management tools may be used).
10. Considerations of contingency/risk management.
11. Establish deadlines and communication agreements for client, project team and organisation.
12. Final client and supervisor sign-off for project.

Assessment Conditions:

This assessment is a **group document**. It must be completed **as a group** with involvement and **collaboration from all members**. Participation will be captured during class time by assessor, online collaboration tools, as part of assigned tasks from 1B, and/or supplementary evidence from 1C. **There will be only one submission for your entire group**. One document. Any student that submits the assessment on blackboard will be doing so for the entire group.

Deliverable:

Completed Action Plan document with stakeholder sign-off.

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