Assessment Task

Qualification national code and title	ICT50220 – Diploma Information Technology (Advanced Programming)
Unit/s national code/s and title/s	Innovation Project: ICTSAS517 – Manage client problems BSBXTW401 – Lead and facilitate a team

Assessment type (☑):

☐ Questioning (Oral/Written)

☐ Practical Demonstration

☐ 3ʳᵈ Party Report

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

Assessment Resources:

Word processor - (Microsoft Word, WordPad etc.) or, Printed Copies of assessment tools.

Assessment Instructions:

This assessment covers multiple elements across both units ICTSAS527 and BSBXTW401. Attached are the required documents and templates necessary to pass the assessment. Ensure all areas are filled including signatures where necessary. Observations must also be completed in class and signed off by the lecturer/assessor during the period of completion.

This assessment has 3 parts that cover the planning and facilitation of a team through completing tasks in an agile environment in the ICT industry. The assessments are formed around the Live-Works Projects that are completed throughout the diploma. Each assessment will be conducted as part of this agile development cycle where you will be required to complete documentation as per workplace practices and gather evidence to demonstrate competency.

Please note while this assessment forms part of a group project, all assessments are completely **individual** in submission. Ensure that while you are working in a group to complete the project your assessment documentation and submitted evidence is (where appropriate) your own work. A breakdown of the assessment's submission schedule can be found here:

- **Assessment 1A – Sprint Planning:** Week 16
- **Assessment 1B – Sprint:** Week 16
- **Assessment 1C – Retrospective:** Week 16
- **Assessment 2 – Self Reflection:** Week 18
- **Assessment 3 – KBA:** Week 18

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Please note: While deadlines for the assessments are week 16, it is possible for you to complete these assessments sooner than this if you conduct those meetings before this date.

Submission dates for the assessment can be found on the learning and assessment plan and in blackboard assessment area.

Format Adjustment

Some observations require candidates to be present and observed during class. Assessor discretion can be used to make reasonable adjustments such as candidates performing meetings online and recording the evidence to be submitted. This evidence must still demonstrate that the candidate can perform all the necessary tasks set out by the assessment instrument under similar conditions.

Assessment Instrument:

Assessment 1A – Sprint Planning

Complete the template Sprint Plan (Appendix 1) that outlines the team goals objectives and KPI's for the weeks sprint. Hold an initial sprint planning meeting to hand over previous work and discuss the sprint ahead. Get updates on progress, blockages and gather information on the state to form an idea of the next steps.

Evidence must include:

1. Team structure and basic sprint information.
2. Sprint Team Objective.
3. Tasks related to objective with assigned members.
4. Team Member KPI's to measure performance against in retrospective.
5. Contingencies for issues impacting team performance including:
    a. Escalation procedure should problems arise that cannot be resolved by team.
    b. One other contingency that may present from existing risks.

Deliverables:

i. Completed Sprint plan [A1] with KPI's and objectives.
ii. Evidence of sprint planning meeting (Minutes, notes, recording, emails etc)

Assessment 1B – Sprint

Conduct a one-week sprint using the completed sprint planning (1A). Facilitate the team towards meeting their objectives. Resolve problems using coaching and mentoring collaboration techniques combined with effective communication, escalating where necessary as per organisational policies.

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The observation includes evidence of the ability to:

1. Communicate team members tasks they are completing and ensure accountability.
2. Facilitate collaboration through effective communication techniques that include diversity.
3. Enable team to meet organisation requirements of conduct.
4. Coach team members to resolve task issues
5. Resolve team challenges through collaboration and communication techniques.
6. Follow appropriate escalation for problems that cannot be resolved.

Deliverables:
   I.   Signed Observation Checklist [A2].

Assessment 1C – Retrospective

Conduct a retrospective meeting with the team to review the weekly tasks and outcomes. Discuss performance against the objectives and KPI's set out at the start. Discuss blockages in tasks or tasks that may need removed from the backlog. Demo completed work to team and stakeholders. Review product for quality assurance against organisational and industry standards.

Evidence must include:
1. Feedback on team performance in relation to original objectives and KPI's.
2. Areas of development for the team.
3. Individual team member performance review with a performance plan.

Deliverable:
   i.   Meeting Evidence (Minutes, notes, recording, emails etc)
   ii. Performance Plan

[A1] Appendix 1

Sprint Planning			
Team Members:		Team Leader:	
		Date:	

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Team Goal(s):	

Team Member	Task	KPI

Contingencies:	

[A2] Appendix 2

Observation Checklist 1				
Student ID				
Student Name				
Overview:	This observation covers elements 1,2 and 3 of BSBXTW401 – Lead and Facilitate a Team. Candidates will facilitate the team sprint taking lead to ensure weekly objectives have been met and any challenges and issues are overcome.			
Element	**During the observation the candidate demonstrates the ability to:**	**S**	**NYS**	**Comments**
1	Establish the tasks and responsibilities to the team objective.			
2	Outline the individual responsibilities for each team member to ensure accountability.			

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3	Facilitate team through effective communication techniques that consider diversity			
4	Follow organisational policies and understand where to find/reference them.			
5	Use coaching techniques to support staff where applicable.			
6	Resolve challenges in the project's objectives/tasks through brainstorm techniques.			

Competency	Competent	Not Yet Competent
Comments:		

Assessor Signature:	
Student Signature:	
Date:	

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