



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 A: Session 10
- Part B: Session 15
- Part C: Session 16

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.



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 Instrument:

Group Assessment - Individual Submission

Assessment 1A – Solutions Report

For this assessment you will gather information from your client to establish the issue or project that you are being tasked to complete. Using effective analysis tools you will identify the current business requirements in relation to their strategic plans, establish gaps and identify any opportunities compiling these into the initial sections of the report. Use brainstorming techniques to generate ideas for the project (this brainstorming evidence must be submitted for part C). The report must highlight at least two viable solutions or configurations for the project. Evaluate these for implementation and conclude a recommendation for the best solution that considers cost, impact, the business requirements, and goals of the project. Finally seek approval and sign-off from **your organisation supervisor**. *(You may optionally present these documents and ideas to your client for feedback).*

Your solution report must include the following elements:

1. Executive summary
2. Establish an overview of the issue/project being put forward by the client.
3. Business requirements, including:
 - 3.1. High level objectives/Use Cases
 - 3.2. Relation to strategic plan.
 - 3.3. If an existing website, application, or hardware configuration exists.
4. Identify gap analysis or opportunities through appropriate tooling.
5. Research related to at least **two** solutions.
6. Identify pre-existing tools or solutions to issue (if applicable)
7. Consider the impacts of each component of the solutions to:
 - 7.1. The business
 - 7.2. The team's ability to implement that component of the solution
 - 7.3. The effectiveness of the project
 - 7.4. Industry Standards and practices.
8. A conclusion with summary of the best components identified and why.
9. Sign-off of document from **your supervisor (Not client)**.
10. Attached brainstorming session evidence.

Assessment Conditions:



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

This assessment forms part of a group project however it is still an **individual submission**. This means you should collaborate, discuss, share ideas and brainstorm together. Work as a team to collect information from your client. Then **individually** you should all complete this solution report assessment. Each student will submit their own assessment for the solution report.

Deliverable:

Completed Solutions Report document with stakeholder sign-off.

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.



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

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.

Group Assessment - Group Submission

Assessment 1C – Feedback and Review

This part of the assessment serves as an evidence portfolio for aspects of solution identification, communication, and management of a client. As part of the final sign off a face to face (or online) meeting must be conducted to present the solution(s) to the client. Evidence of this must be supplied along with follow up written communication of the feedback gathered. Changes made to project action plan must be demonstrated through document version control.

Deliverables:

1. Action plan meeting documentation:
 - 1.1. Proof of presentation resources (if applicable, such as PPT, handouts, mock-ups)
 - 1.2. Agenda, Minutes etc.
 - 1.3. Prepared answers to questions.
2. Follow up written communication requesting feedback (or in-meeting written feedback).
3. Any adjustments to project action plan (if applicable).