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| Assessment Title | Monitoring |

## Competency Details

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| Unit code/s and title/s | ICTPMG505 Manage ICT project |
| Qualification code/s and title/s | [ICT50220](https://training.gov.au/Training/Details/ICT50220) - Diploma of Information Technology |
| Business unit/Work group | Business and Arts/IT Studies |

## Instructions

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| Method/s of assessment | Questioning (Written) |
| Overview of assessment | Students must be enrolled in, or have previously completed the subject WEB5C2EWD ( ICTWEB514 & ICTDBS507 )  The Project Scenario is based on the scenario from the subject WEB5C2EWD   * This assessment has a minimum of two (2) separate submissions * The components of the assessment replicate the project documentation typical of a project’s monitoring phase within the ICT industry. * Checklists are provided on Learn for each submission to define for assessors and students, the criteria that is being used for assessment * The templates must be used * The assessment is manually marked, and feedback provided on Learn. * This is an unsupervised assessment. |
| Task/s to be assessed | At pre-determined times, according to the Project Schedule, there is a need to evaluate the project performance and progress. The outcome of the evaluation will be recorded in the Project Progress Reports. The Project Schedule will be updated and submitted with the Project Progress Report   * Submit a minimum of two Project Progress Reports * The due dates will be indicated on the Project Schedule * Use the Project Progress Report Template   At the time of submitting the first Project Progress Report, students will also submit a Project Change Request |
| Time allowed | Refer to your schedule for submission dates |
| Location of assessment | Assessment can be completed anywhere with access to the resources required. (see Resources Required section below) |
| Decision making rules | To receive a satisfactory outcome for this assessment you must complete all parts correctly.  Word counts are provided as guidance only. |
| Assessment conditions | This assessment must be undertaken where the conditions replicate noise levels and interruptions that people typically experience working in the ICT industry.  This is an unsupervised assessment and you may access any required resources.  This is not group work and must be completed as an individual.  All assessment submissions must be via Learn, email submissions will not be accepted |
| Resources required | Students must be enrolled in, or have previously completed the subject WEB5C2EWD ( ICTWEB514 & ICTDBS507 )  The Project Scenario is based on the scenario from the subject WEB5C2EWD  To complete this assessment, students will need to use a computer with Microsoft Office (other office packages can also be used), internet access and class materials.  Microsoft Project or other Project scheduling software  The following templates and assessment resources are available from LEARN and must be used:   * ASDS Project Performance Report Template * ASDS Project Change Request Template * Project Schedule ( a previous assessment submission) * Project Charter & Business Case ( a previous assessment submission)   Students will need access to the following resources from WEB5C2EWD  [Website Development Assignment - Support Documents for Students](https://learn.tafesa.edu.au/mod/url/view.php?id=1050496&redirect=1)   * Australian Website Privacy requirements – OAIC * ITWorks PHP coding standards * ITWorks website security requirements   To complete this assessment, you will require the following:   * Access to Learn with Internet access * Learn resources * Word processing software such as Microsoft Word. |
| Result notification and reassessment information | You will be provided feedback and the result for your assignment on TAFESA Learn. You will be and given the chance to resubmit with required corrections only once.  Refer to the TAFE SA assessment policy for more information <https://www.tafesa.edu.au/apply-enrol/before-starting/student-policies/assessment> |

# Progress Reports

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The purpose of this activity is to create two Progress reports that inform management on the progress of the Project. The first Progress report must also include a Change Request

## Instructions

On two occasions as indicated in your Schedule:

* Download the ASDS Progress Report template from LEARN and become familiar with it.
* Write a Progress Report using the Template Provided and save as Progress Report\_<your name>

On the submission of the first Progress Report you must also:

* Download the ASDS Project Change Request template from LEARN and become familiar with it.
* Write a Project Change Request using the Template Provided and save as Project Change Request\_<your name>

The context for the change of scope is that the Client has asked for an additional Chat Bot that supports the eCommerce site.

The Rationale for the change is that the Client believes the introduction of a chat bot will improve opportunity for closing the sale, improve the customer experience and result in improved sales.

It will be your responsibility to estimate the cost of the proposed change and the amount of time ( increased schedule) required to implement and test the required change.

You **will not need** to approve/authorise the project change request, nor update the Project Charter & Business Case or the Project Schedule at this stage. **This activity is simply recording a request for change - it is not approving and implementing change**.