Mr Long Education
IT Phase 1 Document
TEMPLATE

tinyurl.com/MrLongITPATPhase1

Step 1: Create a folder structure
- ✓ Create a main folder for your PAT
  Suggestion: call it IT PAT G11 <year> <surname> <name>
- ✓ Create TWO sub folders inside the main folder
  Suggestion: call them IT PAT G11 <year> **PHASE 1** <surname> <name>
  and IT PAT G11 <year> **PHASE 2** <surname> <name>

Step 2: Create a **Backup** folder (NOT in main folder, somewhere else)
- ✓ Every week or after a couple of weeks, make a COPY (don't drag) of the main PAT folder in the **Backup** folder.
- ✓ Rename this according to the date: YYYY-MM-DD
  During the year, your **Backup** *folder should contain multiple copies of the PAT, each copy named according to the date.*
- ✓ If something goes wrong with your PAT, you can restore (use) a previous version from the Backup folder based on how far back you want to go.

Step 3: Create a Word document in your Phase 1 folder of your main folder.
Step 4: Following the steps from the following YouTube playlist:
https://tinyurl.com/MrLongITPATPhase1

In the Phase 1 document:
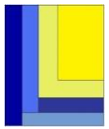- ✓ Click on Insert -> Cover Page *<select a cover page for your document>*
  - Fill in details on cover page
- ✓ Click on References -> Table of Contents *<select a Built-in option>*
  - ONLY DO THIS if you have converted your headings into Styles (Heading 1, Heading 2, etc)

Contents

Before you submit your Phase 1
- ✓ Right click on Table of Contents -> Update Field -> Update entire table

Task Definition (Task 1A)

- Topic clearly stated
- Description of problem/task
- Description of possible solution
- Description of scope

User Story & Acceptance Test (Task 1B)

User stories *<at least TWO different users>*
Example: **As a** learner **I want to** register on a fitness program **so that** I can improve my health and wellbeing.

	User 1: *General*	User 2: *Administrator*
Role		
Activity		
Limitations		

Acceptance tests *<at least FIVE functions combined for both users>*
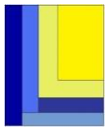Example:
- A learner registered.
- A learner can see their fitness and wellbeing programs progress.
- A learner can improve their fitness.

Data Dictionary (Task 2)

Variables and components

Variable for	Data Type	Name	Local/Global
<example>Username	string	sUsername	Global
Age	integer	iAge	Local

Component Type	Component Name	Function
<example>Combo box	cmbxCategory	To select category of…
Edit box	edtLoginUsername	To enter username when logging on

Text Files

How the text file is going to be used?

Screenshot of text file:
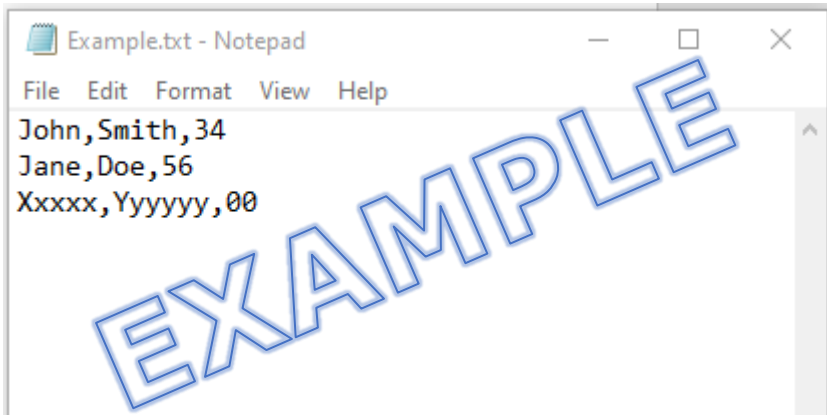
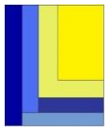

Arrays

How is the array going to be used?

Example of array data: arrXXXX

1	2	3	4	5	...	N
Smith	Doe				...	

User defined methods

Describe your own functions and procedures.

Method Type	Name	Parameters	Role
Function	GetAge	dBirthdate: TDate	Returns age based on date
Procedure	ResetsForm	none	Clears edit controls Clears rich edit, …

Database Design (Task 3)
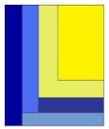
Role of the database: How the database is going to be used *<mention all transactions>*?

Table Name: tblXXXXXX

	Field Name	Data Type	Field Size
	field_name	Text/Integer/ Boolean/Currency/ Real	Max_Size
PK	Example: Username	Text	25

First column PK for primary key fields

Table Name: tblYYYYYYY

Field Name	Data Type	Field Size

Graphical User Interface Design (Task 4)

Screen 1: <screen name>

Screen 2: <screen name>
<Paste screenshot here>

Screen 3…

Navigation / Flow Diagram (Task 4)

GENERAL

ADMIN
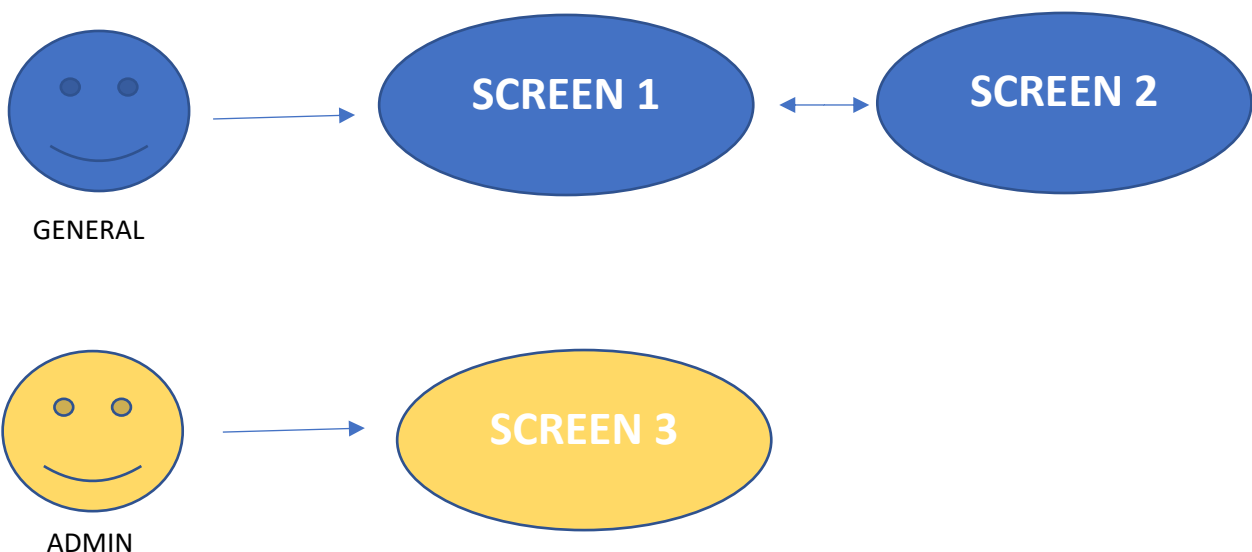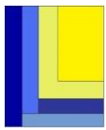
IPO (Task 5)

Screen 1: Screen name

INPUT

Input	Source	Data Type	Format	GUI Component	Validation
Example: sUsername	Keyboard *Other options: text file, database, array*	String	General text	edtLogInUsername	*<Explain validation process at least FOUR data types validated at least FOUR inputs validated (empty field,etc >* Error Message: *<Text displayed in error message>* (mtError) Message type if using a messageDlg

PROCESSING

What processing needs to be done	How processing will be done
<List AT LEAST EIGHT processes (brief explanation) over 2 (or more) IPO tables>	*<Give Pseudo code or example code/algorithm of FOUR out of the EIGHT processes listed>*

OUTPUT

Data	Format	GUI Component
<What data is being displayed> Example: Name, Surname, Birthdate	*<Format displayed in>* Name:<tab><name field in text> Surname:<tab><surname field in text> Birthdate:<tab>YYYY/MM/DD	*<list component(s) used>* memDetails : TMemo
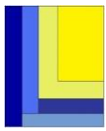
IPO

Screen 2: Screen name

INPUT

Input	Source	Data Type	Format	GUI Component	Validation

PROCESSING

What processing needs to be done	How processing will be done

OUTPUT

Data	Format	GUI Component

- ✓ Before submitting PAT
    - Go through rubric, mark your Phase 1 yourself
    - Identify if you are missing any marks or sections
    - Complete any missing parts.
- ✓ Put copy of Database in Phase 1 folder
- ✓ Make copy of main PAT folder in **Backup** folder, rename that folder to today's date.