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| |  |  |  |  | | --- | --- | --- | --- | | Points | Variable | Description | Points earned | | **2** | **general Information** | Name, ID number, teacher's name, course name, module, activity, date, Team (in the case of a group work), title of the report. |  | | **3** | **References** | Proper inclusion of bibliographic data. Consult with the teacher and / or tutor guidelines to follow to report books and other written materials and other information sources that have been used to produce the document. Report all sources correctly. |  | | **10** | **Grammar** | Spelling: No errors.  Writing: clear ideas, logical and sequenced in all paragraphs. |  | |
| **Content** | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Points | Variable | Description |  | | **15** | **Introduction** | Includes an introduction to the topic |  | | **50** | **Results** | The results of the exercised are presented:   1. Describes the characteristics of the different collection techniques. 20 points 2. Implements a collection technique to identify the needs of the project (20 samples). 30 points |  | | **20** | **Conclusion** | Personal/Team reflection about the learning activity. Includes the importance IT audit. |  | | | |