This guide is intended to assist you in documenting all the evidence you will need to address the level 3 prototyping assessment (AS91611).

There is no requirement for you to follow this guide, but this has been constructed to match the revised assessment checklist, so doing so is high advised.

If you do plan to use a different method of documentation (i.e. because it better suits your scholarship process), please spend time to read though this guide anyway to ensure you have met all the expectations of the standard.

# Section 1 : Plan

This section is intended to set the scene and determine a pathway for your project. It is important that you state clearly your answers to each section as though the person reading it has no idea of what you are doing already (as this will likely be the case at some point)

## 1.1 Identify the Stakeholder

This section is short but don’t make it too short! The intention here is to provide a background to the person you will be creating solution for. Consider addressing these type of questions.

* Who is the stakeholder? Name a specific person?
* Who do they work for / What organisation are they part of?
* What position do they hold / Who long have they been there?

## 1.2 Describe the Problem

Another short section but again this need to contain a ‘real’ problem

* What is their current situation?
* What are the problems with this?
* What are they looking to achieve?
* Who will need to use/access it?

## 1.3 State the Specifications

Stating the problem will give an overview of what is wanted, but the specifications should provide us with a list of achievable goals.

State your specifications (multiple) in the form of a list

Check these with someone else. Ask them if you provided them with this list if they would have enough to base a useful project on or if more detailed specifics need to be added.

There is no definitive number of specifications you need to state, but the list should provide a suitable sized problem for this assignment. Consider the answers to 1.2 when doing this.

NOTE : It is highly likely that this list of specifications will be updated as you go through the prototyping process so be ready to make changes.

## 1.4 Proposed Solution

Describe what you intend to create to solve this problem.

NOTE : This is likely to relate to any idea proposal you showed your teacher earlier in the assignment, but please do not submit that proposal for this section. That document was purely intended to gauge the validity of our project.

## 1.5 Comparing and Selecting materials and/or components; tools and equipment

Complete a Technology comparison sheet for each type of technology you intend to use.

e.g. If you are creating **website** with an **online calculation tool** and a **contact us** element you should complete 3 technology comparisons sheets to explore the range of methods you could use to address each of these.

Once compared, select the technologies you intend to use and state the reasons for your choice on the sheets.

# Section 2 : Build

This section will need to be completed **for each iteration of your prototyped solution** and is intended to document what you built and how you built it. It may be clear to you why something was done (or even if something has been done) but it is easy to overlook some of the more ‘obvious’ development in a large project.

This guide breaks the documentation down into the following 4 stages, each trying to target specific questions aimed at helping you document the best evidence possible.

Part 1 : WHAT have you done/built?

Part 2 : HOW did you do it?

WHY did you do it that way?

Part 3 : WHAT worked & WHAT did not?

Part 4 : WHAT did your Stakeholder(s) think?

## 2.1 Solution Presented (WHAT have you done/built?)

This section is to present a visual overview of what you have produced. This will act as a platform for the reader to see what you have done and can also act as a reference to understand your stakeholder(s) comments/feedback later on.

Screen shot each part of your product. Make sure each screen shot is of a significant size so that ANYONE looking at your work understands what you have produced.

Under each screen shot write a brief comment as to what each screen shot is showing.

e.g.

|  |
| --- |
| ***WHAT*** I have created    This is a screenshot of the homepage. It contains a drop down menu at the top that includes link to the 20 other pages in the website grouped by the topics indicated. It also includes a newsfeed on the right hand side to immediately show visitors to the page the latest ….. etc. |

## 2.2 Solution Development Explained (HOW did you do it & WHY did you do it that way?)

This section is to present the detail on how you created each of the screen shots in 2.1.

Document what skills features you used in the creation of each page. You do not need to document everything, just the features you have not documented previously.

Just as importantly, you should also state ***why*** you chose this method. This will give you an opportunity to explain your choices, which can be used to support the Fitness for Purpose requirements of the standard.

e.g.

|  |
| --- |
| ***How*** I created The Main Menu (Navigation)    This menu is shown at the top of each page and provides access to each of the 20 other pages in the site.  It was created using HTML lists and JavaScript and allows the … …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… …… … etc.  This is an example of the code and to allow the menu items to be highlighted I added the …… …… …… …… …… …… ………… …… …… …… …… …… ………… ………… …… etc.  <li><a href="/">Home</a></li>  <li><a href="our-school/principals-welcome.html">Our School</a>  <div class="clearfix obese">  <ul class="left\_wide">  <li><a href="our-school/principals-welcome.html">Principal's Welcome</a></li>  <li><a href="our-school/school-history.html">School History</a></li>  <li><a href="our-school/CHS-foundation.html">CHS Foundation</a></li>  This method was also used in the …… …… …… …… …… etc.  *WHY* I used this method?  Why main reason for using JavaScript in this way was to…… …… …… etc.  This meant that …… …… …… etc. |

## 2.3 Solution Tested

This section is to document the testing that has taken place and the feedback you have received from the stakeholder.

You do not need to have a fully documented test plan, but you should list the features you have tested to ensure they operate as expected. These tests should relate to both the ***functionality*** of the components you have created as well as the ***aesthetics*** (formatting and presentation) of the solution.

e.g.

|  |
| --- |
| ***WHAT*** I have tested - The Main Menu (Navigation)    The menu Bar was tested to make sure all the links within the drop down menus worked as expected and that the menu bar itself was displayed in the same way on each page. The following is a list of tests that failed.   * The ………. link under the ………. menu item did not work. The hyperlink was changed and tested again. * The ………. link under the ………. menu item worked but opened the linked page sin a new tab. This was fixed by removing the target attribute from the hyperlink. * The formatting of the menu bar was the same in each of the pages which was as expected. When viewed using Internet Explorer however the text colour reverted to black (ok in Chrome and Firefox). This is something that will need to be looked at. * Etc. |

## 2.4 Stakeholder Feedback

This section is to document the feedback you have received from the stakeholder about each iteration of the prototype.

Choose an appropriate method to communicate with your stakeholder(s) (simple conversations, survey responses etc.) and record the outcome of these communications as a summary of their opinions.

e.g.

|  |
| --- |
| ***WHAT*** the Stakeholder(s) thought - The Main Menu (Navigation)  After speaking to …… …… and showing them the progress made, they were happy with what they were seeing. Below is list of their main comments highlighting the main changes they would now like to see.   * Can the Font used in the menu bar be increase in size? * If the colour issue you have raised with the main menu cannot be fixed quickly then leave it as it is. * When the drop-down menus appear, is it possible to highlight the option the mouse cursor is pointing at? * The latest news information on the left makes the rest of the page appear off-centre. Is there anything that you can do to fix this? |

## 2.5 Explaining any decisions to accept and/or modify the prototype

This section requires you to make a decision as to whether you will create a further iteration of the prototype of accept it in its current form.

If you intend to create further iteration of the prototype:

* Explain the features (specifications) that will need to change or be added.
* Provide a full list of these new updated specifications.

If you intend to accept it in its current form:

* Briefly explain why this decision is suitable to the stakeholder. You do not need to go into any detail in this instance as the next section should provide all the evidence you need to show how each specification was met.

# Section 3 : Evaluation (Fitness for Purpose)

This section is intended to show how your Prototype solution is a suitable solution for the stated problem. In the most basic sense it is organised into 3 stages, Show, Evaluate & Justify!

## 3.1 Fitness for Purpose

To show that your Solution is fit for purpose you should show how you met each of the specifications. It is not essential that the solution you created is the most suitable in this instance, just that you have actually met the expectations of the stakeholder.

The easiest way to do this is to create a list of all of the specifications (including the changes made following stakeholder feedback) and take screen shots of how this was achieved.

If you already have screen shots of these particular components in your documentation it would be tempting to simply state the page number that they are shown on, **but this is not recommended** as it is very easy to become complacent and it is vital that the assessor or moderator knows exactly what you are referring to.

## 3.2 Evaluating (Do the tools and techniques work well together?)

This section requires you to look beyond the basics of ‘has it been done’ and evaluate how the tools selected and techniques used actually operate together.

There is no hard and fast way to do this but at the end of this section the reader should be confident that you have highlighted both the strengths and weaknesses brought to your solution through your choices in the technologies and techniques used.

One possible approach for this would be to add an Evaluation component against each of the specifications demonstrated in section 3.1.

## 3.3 Justifying

As with the Evaluation in 3.2 this section requires you to look even further. Where the evaluation required you to evaluate **IF** the combination of tools and techniques worked well together, this section required you to explain (justify) WHY your selected tools and techniques were the most suitable combinations for the intended solution.

Again there is no one set way to do this. One suggestion approach for this would be to add a Justification component against each of the specifications demonstrated in section 3.1.

NOTE : If you are intending to address the Evaluation and Justification elements against each specification as suggested, then it is also recommended that you allow at least 1 page for each specification

# Section 4 : Fitness for Purpose in the Broadest Sense

## 4.1 Prototyping to gain specific evidence of fitness for purpose In the Broadest Sense

Fitness for purpose in its broadest sense relates to the outcome itself as well as to the practices used to develop the outcome.

You have been provided with a number of considerations to discuss and should select 6 of these to document.

Some of the stated consideration taken directly from the standard are more suited to digital solutions than others, and these are listed below as well as highlighted in the mark scheme. You are not limited to these though so select the considerations that you feel you have best considered during the development process.

* Considerations of the outcome’s technical and social acceptability
* Determination of life cycle and ultimate disposal
* Determination of maintenance expectations
* Sustainability of resources used
* Health and safety

For each consideration it is suggested that you create a separate page and use the consideration name as a title.

Within each page you should explain what you have done around this consideration throughout the development of your solution. It is possible that some of these were not evident in the early stages of your project, and that some became less relevant as the development process evolved, but in either case try and document how these considerations may have affected your decisions along the way.

To help you reflect on these you should look at your project journal if you keep one and consider each of the questions raised.

e.g.

Why did you select that technology or technique to use? Was it because …

* You know it will be around / supported for a while (sustainable),
* Requires little updating (maintenance)
* Is accepted as the industry standard (technical acceptability)
* Will last for the duration (life cycle)
* Etc.

Decision to maintain or change your selected tools and techniques as well as the expected evolution of the specifications and outcome development should provide opportunities to loot at these many times.

e.g.

* Does the addition of a particular request make the solution more problematic to maintain?
* Does the change in technology selected make the solution less technical acceptability?