# **Assessment Cover Sheet**

### (Print all details and attach to front of assessment task/assignment before submitting)

|  |  |
| --- | --- |
| Name | ­­­­­­­­ |
| Student ID | ­­­­­­­­ |
| Phone number | ­­­­­­­­ |
| Email | ­­­­­­­­ |
| Course code & name | ­­­­­­­­ ICT50220 - Diploma of Information Technology |
| Unit code & name | ­­­­­­­­ ICTNWK540 - Design, build and test network servers |
| Name of assessment | ­­­­­­­­ Assessment Task 6: Server build documentation and sign-off |
| Due Date | …. / …. / 2022 |
| Teacher name |  |
| Instructions |  |
| Comments | ­­­­­­­­ |

Declaration: Read, tick and sign below

* I declare that the attached assessment I have submitted is my own original work and any contributions from and references to other authors are clearly acknowledged and noted.
* This document has been created for the purpose of this assessment only and has not been submitted as another form of assessment at Melbourne Polytechnic or any other tertiary institute.
* I have retained a copy of this work for my reference in the event that this application is lost or damaged.
* I give permission for Melbourne Polytechnic to keep, make copies of and communicate my work for the purpose of investigating plagiarism and/or review by internal and external assessors.
* I understand that plagiarism is the act of using another person’s idea or work and presenting it as my own. This is a serious offence and I will accept that penalties will be imposed on me should I breach Melbourne Polytechnic’s plagiarism policy.

Student signature …………………………………………………… Date …… / .….. / …...

|  |
| --- |
| Please note that your assignment will not be accepted unless you have:   * completed all sections of the assignment * acknowledged all sources of other people’s contributions including references and students’ names for group work assessments * filled in all areas of this student assignment cover sheet. |

## 

Assessment Task 6: Server build documentation and sign-off

|  |  |
| --- | --- |
| Course code and name | **ICT50220 Diploma of Information Technology** |
| Unit code and name | **ICTNWK540 - Design, build and test network servers** |
| Due date | … / … / 2022 (You have 2 weeks to complete this task) |
| Resources required | Learner to provide:   * The learner may use his own laptop provided it meets the minimum requirements (refer to lab setup instructions in in Moodle)   Provided:   * Learner resources in Moodle * Access to computer and Internet * The computer used when working on tasks must have VirtualBox 6.x virtualisation software installed |
| Instructions to learners | This task involves demonstrating skills in deploying a server. Refer to the Task Details below, for further information.   * This assessment will be conducted using a simulated environment where the conditions are typical of those in a working environment in the ICT industry. * This assessment task is a practical project that must be completed individually * It is to be completed in classroom delivery of this unit * You have two weeks to complete this task. * Reasonable adjustments can be made if special circumstances apply, provided the integrity of the assessment is maintained and the intent is not compromised. E.g., extension of time, oral questions and answers etc. * You must complete the coversheet. * All questions must be answered. * You have to replace all occurrences of '***99***' in this document with the lab ID that was assigned to you at the beginning of the unit. * Naming conventions for the lab environment must be followed. * Unless stated otherwise, all virtual machines must use only the 'Internal Network' adapter. * The Windows Firewall must be enabled for all profiles on the host and on the virtual machines at all times. All inbound connections that do not match a rule must be blocked. * You have to complete the answers electronically and submit the completed assessment document electronically in Moodle by the due date.   If you have any questions about the task or concerns about your ability to complete the task, please discuss this with your Assessor. |

## 

Task Overview

|  |  |
| --- | --- |
| **Note:** | Activities in this task are a continuation of activities in the previous assessment task.  You may use the server from assessment 3 to provide the documentation details required for the completion of this assessment. |
| Read and review the scenario presented below. Then answer the questions in the tasks and questions area enacting the role you were assigned in the scenario.  You are to demonstrate your ability to:   * Prepare the sever build documentation.  |  |  | | --- | --- | | ***Note:*** | ***You may use the Active Directory (AD) server from assessment 3 to provide the documentation details.*** |  * Clean up and restore worksite to client’s satisfaction * Complete the final report and notify the client via email of the server status * Secure sign-off for the server  |  |  | | --- | --- | | ***Note:*** | ***Prior to submitting your assessment in Moodle, you will have to obtain sign-off for the server deployment project from your manager. This may introduce 2-3 working days delays before you can submit your your assessment. Make sure you take this into consideration when planning your work schedule.*** | | |

## Scenario

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Prerequisite  The context for this scenario is the Case Study for Lean Development. You must be familiar with this case study before proceeding any further.   |  |  | | --- | --- | | ***Note:*** | ***The Case Study can be found in Moodle in the Assessments section and is published together with assessment 5.*** |   Your Role  You work as a system engineer for MP Tech Solutions Ltd (MP Tech). Your organisation provides consulting, system integration, network and support services to Lean Development Pty Ltd (LD).  You are working on the server deployment project for LD and are responsible for all technical aspects of the project. The upgrade is managed by a MP Tech consultant on behalf of LD. This consultant is the central point of contact for all matters relating to LD and is also your manager.   |  |  | | --- | --- | | ***Note:*** | ***Your teacher takes on the role of the MP Tech consultant and will act as your manager.*** |   You have installed and configured the new server according to the design specification and you have also successfully completed all required testing.  To conclude the server deployment project, you now have to document the actual server configuration, clean up the work site, produce a final status report and obtain sign-off for the server you have deployed. |

## Tasks and questions

#### Build documentation, final status report and sign-off request

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| You are to complete the build documentation using the MP Tech standard build document template.   |  |  | | --- | --- | | ***Note:*** | ***The build template document can be found in Moodle in the Assessments section and is published together with this assessment document.*** |   In the build template document, all parts marked with light-blue background must be completed. Instructions for obtaining relevant information are provided as needed and are presented in *<italic purple print>*.  As part of the worksite clean-up, you are to remove the VMs ‘W***99***-Win2019-Full-**1**-DE-Eval’ and ‘W***99***-Win10-Eval-**2**‘ from your host and and record the list of remaining VMs in the build document.   |  |  | | --- | --- | | ***Note:*** | ***If you have not yet successfully completed assessment 1, 2 or 3, consult with your teacher before removing any of the VMs.*** |   Once you have completed the build document, you have to compose a formal email to your manager containing:   * A message subject line indicating the context of the message * The completed build document as an ***attached*** Microsoft Word document. * The message body must comply with workplace etiquette for communicating with customers and has to contain the following:   + A final status report for the server deployment project (in bullet form). The status report ***must*** address the following points: * Whether the server was built according to the design specification * Whether the server is operational * Whether the attached documentation was completed according to the company’s standards * Whether the worksite has been cleaned up as agreed   + A request for the project sign-off. The sign-off is to be recorded in the designated section at the bottom of the build document.   + A request to return the signed build document via email.   + A polite message conclusion.   Your manager will reply to your email within 3 working days and inform you whether the sign-off has been approved.  If the sign-off is rejected, you will have to address all issues raised before proceeding any further.  You are to demonstrate that you have sent the email and the completed server build document to your manager. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | | To demonstrate that you have requested sign-off for the server build project, take a screenshot of the email you sent to your manager.  This email *must* clearly show the following details:   * Recipients and date/time when the email was sent * Subject line relevant to the context of the email * Reference to the attachment file containing the build documentation * The message body must contain all parts identified above   Limit the body of your email to between 100 - 200 words. Paste the screenshot in the answer area below. | | |
| Answer | | SATISFACTORY | UNSATISFACTORY |
|  | |  |  |
|  | | | | |

#### Confirm you have obtained the project sign-off

|  |  |  |
| --- | --- | --- |
| Your manager has replied to your previous email and confirmed the project sign-off.   |  |  | | --- | --- | | ***Note:*** | ***Do not proceed unless you received confirmation from your manager that the project has been signed off.***  ***If the sign-off was rejected, you will have to return to question 1 and resolve all issues until you obtain sign-off.*** |   You are to provide evidence that you received an email confirming the project sing off. |

|  |  |  |  |
| --- | --- | --- | --- |
| 2 | To demonstrate the server deployment project has been successfully completed, take a screenshot of the email you received from your manager.  This email must clearly show the following details:   * Sender and date/time when the email was sent * Subject line relevant to the context of the email * Message body containing confirmation of the sign-off * Reference to the PDF attachment file containing the build documentation with the completed sign-off section   Paste the screenshot in the answer area below. | | |
| Answer | | SATISFACTORY | UNSATISFACTORY |
|  | |  |  |
|  | | | |

#### Submit assessment and the build document containing the sign-off in Moodle

|  |
| --- |
| You must submit the following ***two*** documents in Moodle:   1. This assessment document with the two questions completed 2. The server build document ***PDF*** file containing the sign-off section completed by your manager |

## Learner Declaration (hard copy submission only)

|  |  |  |  |
| --- | --- | --- | --- |
| Please read, tick and sign below | | | |
| * I declare that the attached assessment I have submitted is my own original work and any contributions from and references to other authors are clearly acknowledged and noted. * This document has been created for the purpose of this assessment only and has not been submitted as another form of assessment at Melbourne Polytechnic or any other tertiary institute. * I have retained a copy of this work for my reference in the event that this application is lost or damaged. * I give permission for Melbourne Polytechnic to keep, make copies of and communicate my work for the purpose of investigating plagiarism and/or review by internal and external assessors. * I understand that plagiarism is the act of using another person’s idea or work and presenting it as my own. This is a serious offence and I will accept that penalties will be imposed on me should I breach Melbourne Polytechnic’s plagiarism policy. | | | |
| Student Signature | X | Date |  |
| Please note that your assignment will not be accepted unless you have:   * Completed all sections of the assignment * Acknowledged all sources of other people’s contributions including references and Students’ names for group work assessments * Completed all areas of this Student assignment cover sheet. | | | |