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Abstract

Apply professional standards within a workplace

Transversal SKills Year 2

Heading 1

# Introduction

This document will detail a scenario in my workplace in which I applied the standards of my organisation. It will discuss what it means to apply to professional standards in an IT oriented environment as well as describe various instances within the aforementioned scenario in which I was able to set an example for my colleagues to follow. The document will then conclude with how my experiences in the workplace have shaped my understanding of adhering to professional standards and the importance of doing so in my role as an ICT specialist.

Applying professional standards is an integral part of an IT oriented environment. It comprises mainly of adhering to any SOPs defined by the organisation as well as following any industry standards that the organisation has earmarked as pivotal to being successful in their working environment. In Software Development, these professional standards can relate to planning projects according to an industry standard development cycle, adhering to the organisational SOPs when creating supporting documentation for projects, or developing code that adheres to industry standard for that programming language. These are the areas in which I adhered to professional standards in the workplace.

# Scenario

## Background

I was assigned by my manager to work on a small project that only required one person to in use complete. Many applications in use by the organisation implement external web-based applications to function properly. At present, the majority of these applications are being rewritten so that the application functions entirely on my organisation’s dedicated application. I was tasked with rewriting such an application. The application in question involved generating a pdf document containing details about land holdings. The pdf generation was completed by hard coding a html template for the PDF and sending it to an external application to be converted. My task was to modify this code so that the PDF generation was done entirely within a single application using a dedicated NuGet package. I was also tasked with redesigning the layout of the generated PDF document. This meant that there would be various organisational and professional standards that I would have to adhere to.

## Specification Documentation

First and foremost, it was important that all documentation pertaining to the project was completed in a clear and uniform way. In my organisation, we have several frameworks that we must follow when completing this documentation. These frameworks have been designed according to the industry standard and comprise of various document templates to adhere to when composing our own documents. This meant that I had to ensure that any documentation that I created for this project was completed according to these templates. By doing this, it ensures that all project documentation is the same and can be read and understood clearly by anyone who may need to consult it. Following a clearly defined framework of industry standard when composing project documentation is important to me in my workplace and in my role as an ICT Specialist as it means all projects and programs that I work on will be clearly defined for my managers and to anyone else who may need to work on them in the future, which will result in a better output for the ICT team as a whole.

## Organisational SOPs and Practices

Applying professional standards to any project relies heavily on adhering to any SOPs and practices that have been outlined by my organisation. These generally relate to coding practices, such as using certain packages or code layout, as well as documentation standards, if the application produces any files. In this scenario, the project I had to complete comprised of re writing code so that it functioned exclusively in one single application. This involved implementing an agreed upon NuGet package to generate the PDF file. This package had already been implemented in previous projects by my organisation, therefore this meant that it was already downloaded and available for me to use in my project. This reduced my workload considerably, as I was able to focus on other aspects of the project, instead of spending time searching for an appropriate pdf generator package. By re-using the package in my project, it also meant that some of the code in the other projects could be reused in my own project, thus saving me even more time. The reverse was also true, in that any code I produced could be reused in other projects that required a PDF generator. Following this coding practice is important to me in my role as an ICT Specialist as not only can it reduce my workload, but also that of my ICT Software Development colleagues, meaning that our output is increased and of a higher and standard quality.

My project also involved generating a PDF document. This meant that I had to adhere to the organisation’s predefined standard for official documents. This pertained to ensuring the correct letterhead, font, font size, etc. was used in the document. By doing this it meant that all organisational documentation was of a uniform and similar standard, ensuring that clients, in this case mainly solicitors, would be satisfied with the results. Following this organisational standard is important to me as an ICT Specialist as and as a member of the organisation as a whole, as creating clear and uniform documentation that adheres to a particular standard means clients of the organisation will be satisfied which reflects well on the organisation as a whole.

## General Standards

An important part of completing any project is that it is completed to a high-quality standard. This is only achieved by adhering to general industry standards. These standards can be anything from following a pre-determined schedule, adhering to standard coding practices for each programming language used, or attending all scheduled meetings with the project stakeholders. In this scenario, I had to meet with project stakeholders initially to outline the project and decide on the project schedule, as well as follow-up meetings to discuss the project progress. It was important to attend these meetings as it meant the project could progress as intended and any issues ironed out in a timely manner. Following the project schedule defined for me was essential as it gave me certain goals and milestones to aim for, and meant that of any obstacles were encountered, they could be identified and rectified before the next meeting or milestone. Adhering to a standard coding practice, such as variable and function naming conventions in my project was essential as it meant the code would be readable and easy to follow for project stakeholders or anyone who may need to view the code. Following these industry standards are important for me as an ICT Specialist as it means all my projects are completed to a similar high standard and that they are all comprehensible to my ICT colleagues if they should need to view them. By doing this it means the ICT team will be able to work together and use each other’s work, and as a result have a work output of a higher quality.

# Conclusion

Adhering to and applying professional standards is an essential aspect of working in an ICT environment. It is not only concerning general standards such as following schedules and coding practices, but also following any standards and practices defined by the organisation, which could include documentation and coding standards and practices. These are essential to follow, as they are imperative to the function and output of an ICT department and an organisation as a whole. As an ICT Specialist who is part of this ICT department and organisation it is essential for me to apply professional standards to all aspects of my role as it ensures that I complete what is expected of me in a timely manner and to a high standard.