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| **OBSERVATION RECORD** | |
| **Candidate name:** |  |
| **Assessor Name:** |  |
| **Unit of competency:** | *Client Project* |
| **Workplace context** | *Institute of Technology Australia* |
| **Date of assessment:** |  |
| **Brief description of task:** | *Prepare for the following documents within 1 week* |

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| **Did the candidate perform the following skills:** | | **Yes** | **No** | **Comments** |
| Review the following information, if applicable   1. A site where ICT needs and strategic directions of the organisation are coordinated 2. Detailed information relating to a strategic organisation plan, objectives, and direction 3. Organisational policies and procedures relating to the implementation of ICT changes 4. Individual superior in the organisation 5. Information on current ICT systems and practices in the organisation including operating systems, hardware, and security | |  |  |  |
| Present the evidence of meeting with client, e.g.   1. Minutes of meetings 2. Video or Audio recording 3. Email communication 4. Office 365 online meeting screenshot | |  |  |  |
| Evaluate the business requirements   1. Current business needs 2. Client expectations brief 3. Business objectives 4. Systems, data gathering and appropriate software products. | |  |  |  |
| The candidate’s performance was: | **Satisfactory** | **Not Yet Satisfactory** | | |
| **Feedback to candidate** | | | | |
| *This signature confirms candidate agreement that the above record is a true reflection of the task performed.*  **Candidate signature: Date:** | | | | |
| *This signature confirms that the candidate has demonstrated competence in the practical performance and theoretical understanding of the observed task.*  ***Assessor/s Name and Signature:* Date:** | | | | |