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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** |
| Prepare to produce business specifications   1. Introduction    1. Business Requirements Summary    2. Organization Profile    3. Scope    4. Cost Benefit Analysis    5. Accountability to Sponsors    6. Assumptions    7. Constraints    8. Dependencies 2. General Business Requirements    1. Product Perspective    2. General Requirements    3. User Characteristics 3. Business Requirements    1. Requirement 1    2. Requirement 2    3. Requirement 3 4. Business Process Model    1. Process Descriptions    2. Events    3. Use Case 5. Business Data Model    1. Data Models    2. Data Descriptions 6. Non-Functional Requirements    1. Accuracy    2. Audit Trail    3. Availability    4. Capacity Limits    5. Data Retention    6. Operational Requirements    7. Performance    8. Recoverability    9. Security Requirements    10. Timing | |  |  |  |
| 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:** | | | | |