|  |  |
| --- | --- |
| **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* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Did the candidate perform the following skills:** | | **Yes** | **No** | **Comments** |
| Prepare to produce technical solutions from business specifications   1. Introduction    1. Purpose    2. Target Audience    3. Project Scope    4. Document Conventions    5. Reference 2. Description    1. Features    2. User Overview    3. Operating Environment    4. Constraints: Implementation/ Design    5. Documentation    6. Assumptions/ Dependencies 3. Functional Requirements    1. Requirement 1    2. Requirement 2    3. Requirement 3 4. Requirements of External Interface    1. User Interfaces    2. Hardware Interfaces    3. Software Interfaces    4. Communication Interfaces 5. Non-functional Requirements    1. Performance    2. Security    3. Quality | |  |  |  |
| 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:** | | | | |