

**ICT50220 Diploma of Information Technology**

ICTWEB522 Develop website information architecture

**Student Guide and Assessment**

1. Overview

Competency-based assessment: Evidence will be gathered which is mapped to the requirements of the unit of competency.

The link between the unit and assessment tools can be found in the **Assessment Mapping** document.

1. Assessment Scenario

Assessment scenario is based on the simulated environment, unless otherwise specified. The candidates need to complete each assessment item according to the devised environment while following the instructions and guidelines

1. Summary of Assessment Tasks

To successfully complete this unit of competency students are required to complete the following assessment tasks:

1. Assessment Task 1: Candidates need to answer written questions to demonstrate their knowledge, candidate must answer all questions correctly to be deemed satisfactory in this task
2. Assessment Task 2:

Candidates need to complete the Unit Project (UP)

1. Instructions to Student

* Each assessment item will include instructions on how to complete and submit the assessment.
* Submit completed assessment items to your trainer via Moodle by the agreed date.
* All assessment items submitted must include student name and student ID number
* Clarify any questions regarding this assessment with your trainer.

1. Requirements

Common office equipment, technology, software and consumables, including:

Office supplies and equipment

Prinetr or e-printer

Computers with internet access and word processing applications

Learning Management system

Refer to student course materials to assist student in completion of all assessment items

1. Conditions

* Assessment may take place during or out of class time as required per each assessment task
* No marks or grades are allocated for the assessment. The task will be assessed as Satisfactory or Not Satisfactory
* Students will be assessed according to the criteria listed in the **Assessment Checklist**
* The Assessment Checklist will also be used to provide feedback and record unit outcome/completion

1. Submission
2. Assessment Task 1:

Competed written questions

1. Assessment Task 2:

* a completed Assessment Checklist

1. Recording requirements:

* Assessors are required to mark and upload student results on Moodle.

1. Requirements to be deemed competent

* Students must satisfactorily demonstrate **all assessment criteria for each assessment task** to be deemed Satisfactory for each assessment task.
* All assessment tasks must be completed satisfactorily to be able to determine competent in this unit of competency.

1. Reasonable adjustments

Trainer/assessor may make reasonable adjustments for students with LLN difficulties such as:

* Call for peer support from other students.
* Trainer will spend more time explaining/role playing the business scenario for students who do not have much work experience
* Trainer may conduct verbal assessment when a student is having difficulties in writing. (trainer must record details of reasonable adjustment arrangement on the assessment record sheet.
* Trainer are required to use the reasonable adjustment record sheet for each assessment task that required reasonable adjustments.

1. Student appeals

Students have the right to appeal an unfavourable decision or finding during assessment. All student appeals must be made in writing using the Appeals Form and specify the particulars of the decision or finding in dispute. Refer to GBCA Student Complaints and Appeals Policy & Procedure 7 – Internal appeal process – assessment for details.

1. Re-assessment

If a student receives a Not Yet Competent - NYC in a specific unit, he/she will have to make arrangements to be re-assessed. Reassessment is available only if the student has attempted assessment but fail to demonstrate competency. However, if student miss the particular assessment task, he/she may be allowed to re-sit for that particular assessment. This option is only available if the student has compelling ground for missing the assessment.

Students are only required to re-assess the assessment criteria/question in the task that he/she was deemed Not Satisfactory (NS). (E.g: written assessment task, verbal assessment task, practical assessment task etc.).

1. Cheating and plagiarism

It is GBCA 's policy to promote honesty and integrity of learning and assessment. It is expected that each GBCA 's student to accept her/his responsibility to maintain honesty and integrity in all endeavours inside and outside of GBCA 's classroom. Students are required to make a declaration of no cheating and plagiarism before submitting each assessment.

If a student is found to have involved in cheating or plagiarism in an assessment task, his/her will be deem Not Satisfactory. Students who are found cheating or guilty of plagiarism for a second time will need to re-enrol and repeat the entire Unit of Competence and pay applicable fees. Refer to Policy code 04 Plagiarism and Cheating Policy and Procedure for further information, including types of cheating, plagiarism, and disciplinary actions.

### Assessment Task 1

**Submission details**

* The assessment task is due on the date specified by the assessor. Any variation to this arrangement must be approved in writing by the assessor.
* Word limit: a maximum of 100 words per answer to each question.
* The assessor is to download the student submission, review them, and provide relevant feedback.

**Performance objective**

Students are to demonstrate their skills and knowledge required to develop information architecture for a complex website that meets business requirements.

**Assessment description**

This task consists of written questions. Students are required to answer all the questions individually. Students are allowed to use computer to do online research where necessary and consult a range of learning resources: such as handouts and textbooks, learners’ resources and slides.

**Assessment Task 1**

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| Student Name: | **Yiren Wang** | Student ID No: | **S20212327** |

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| **Questions** | **Satisfactory (S)**  **Not Yet Satisfactory**  **(NYS)** | |
| Question 1:  Briefly explain the following corporate strategies which can be implemented to business websites:   1. Grow sales from new products and services 2. Improve customer service 3. Implement pricing strategies   Answer:   1. Grow sales from new products and services   Having a website allows the company to push new products quickly to customers. Customers can search new products and services quickly.   1. Improve customer service   Providing an additional and easy way for customer to interact with the company. The customer can ask questions and make complaints more easily.   1. Implement pricing strategies   Having a website allows the company to adjust price quickly according to the constant change of the market. It also makes it easier for company to do promotions and sales. | S | NYS |
| Question 2:  What is the purpose and importance of the following to design website:   1. Business liaison 2. Customer liaison   Answer:   1. Business liaison   They are good at analysing business and they can provide relevant business information for the IT department, aiming to make a good use of website design to help solve any existing business problems and concerns.   1. Customer liaison   They understand customer’s needs and requirements and they can share this information with the web designers to make sure the website caters to customers’ needs and be easy for customers to interact with the business. | S | NYS |
| Question 3:  Briefly explain the purpose and functions of cascading style sheet (CSS).  Answer:  CSS describes how HTML elements are to be displayed on screen, paper, or in other media. It can control the layout of multiple web pages all at once | S | NYS |
| Question 4:  Briefly explain the following which is used in web designing:   |  |  | | --- | --- | | **Concepts/W3C standards** | **Description** | | HTML |  | | HTTP |  | | XHTML |  |   Answer:  HTML is the language for describing the structure of Web pages.    Hypertext Transfer Protocol (HTTP) is an application-layer protocol for transmitting hypermedia documents, such as HTML. It was designed for communication between web browsers and web servers, but it can also be used for other purposes.  XHTML stands for Extensible Hypertext Markup Language, and it is a stricter, more XML-based version of HTML. XML is a markup language where all documents must be marked up correctly (be "well-formed"). XHTML was developed to make HTML more extensible and flexible to work with other data formats (such as XML). | S | NYS |
| Question 5:  Explain the impacts of internet connectivity while designing website layout.  Answer:  Internet connectivity makes it possible for different types of devices to connect to the same website. Therefore, the web design needs to be responsive to different kinds of devices and different browsers. | S | NYS |
| Question 6:  Answer the following:  A) Explain technical specifications documentation?  B) What is the procedure to document technical specifications?  Answer:  A)  Technical documentation refers to any document that explains the use, functionality, creation, or architecture of a product. It’s about presenting it in a way that’s easy to read, usable, and actually helpful for your audience.  B)  Step 1 Do research and create a “Documentation Plan”  Step 2 Structure and design  Step 3 Create the content  Step 4 Deliver and test  Step 5 Create a maintenance and update schedule | S | NYS |
| Question 7:  Briefly explain the following W3C standards which are used to design the website:   1. Web Content Accessibility Guidelines (WCAG) 2. Web framework   Answer:   1. Web Content Accessibility Guidelines (WCAG)   The purpose of the WCAG standard is to define how to make Web content more accessible to people with disabilities. Accessibility involves a wide range of disabilities, including visual, auditory, physical, speech, cognitive, language, learning, and neurological disabilities.   1. Web framework   Web framework can provide structures to design and develop a website. Web frameworks provide a standard way to build and deploy web applications on the World Wide Web. Web frameworks aim to automate the overhead associated with common activities performed in web development. A framework inverts the control of the program in the way that it tells the developer what they need，e.g. React, Angular, Ruby on Rail. | S | NYS |
| Question 8:  Answer the following:  A) Explain in a short paragraph what the accessibility web design principle is designed to achieve.  B) Briefly explain the following security requirements which can be implemented on the website to secure access:   1. SSL certificate 2. Firewalls   Answer:  A)  Web accessibility means that websites, tools, and technologies are designed and developed so that people with disabilities can use them. More specifically, people can: perceive, understand, navigate, and interact with the Web and contribute to the Web.  B)   1. SSL certificate   SSL certificates are a small data files that cryptographically establish an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browser remain private   1. Firewalls   A firewall is a network security device that monitors incoming and outgoing network traffic and decides whether to allow or block specific traffic based on a defined set of security rules. | S | NYS |
| Question 9:  Answer the following:  A) What is meant by website architecture?  B) Provide a brief description of the steps/process which are followed by the business to develop the website architecture.  Answer:  A)  Website architecture is the way you structure your website following a hierarchy pattern. All other pages or categories of a website are interlinked with the Home page. Website architecture is important as it reflects how your website will be structured and meets the business requirements and client’s expectations.  B)  Step 1: Conduct customer research and business requirements  Step 2: Review and update content  Step 3: Content Chunking/Grouping  Step 4: Build website navigation system  Step 5: Create website Wireframe/prototype  Step 6: Test and improve | S | NYS |
| Question 10:  Briefly explain what is meant by short term goals and long-term goals.  Answer:  Short-term goals are objectives you want to achieve in the near future, maybe in a day, a week or a month or even within minutes or hours. For example: you want to increase your website traffic by 20% for the next 2 months, you want to run 5 Facebooks ads for your website.  Long-term goals – the term has basically explained itself. These are objectives you want to achieve in the long term, by long-term it means in quarter, a year or years. Setting long-term goals is a bit more challenging since many factors can affect them, which may result in changing your goals over time. | S | NYS |
| Question 11:  What is meant by cross-browsing testing?  Answer:  Cross browser testing is the practice of making sure that the web sites and web apps you create work across an acceptable number of web browsers. As a web developer, it is your responsibility to make sure that not only do your projects work, but they work for all your users, no matter what browser, device, or additional assistive tools they are using. | S | NYS |

**Comments:**

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| **Submission Type:  Initial submission |  1st Resubmission  2nd Resubmission** |
| **Result:  Satisfactory |  Not Yet Satisfactory** |

**Assessment Task 2**

1. **Submission details**

* The assessment task is due on the date specified by the assessor. Any variation to this arrangement must be approved in writing by the assessor.
* Answers must demonstrate an understanding and application of relevant concepts, critical thinking, and good writing skills.
* The student is required to complete six activities.
  + Activity 1: Identify and discuss the content for a website
  + Activity 2: Developing content structure
  + Activity 3: Website hierarchy confirmation
  + Activity 4: Navigation system development
  + Activity 5: Website testing
  + Activity 6: Sign-off
* You must attempt all criteria to the required level, e.g. Assessment criteria mentioned in the performance checklist to be deemed satisfactory in this task.

1. **Performance objective**

Students need to demonstrate their ability to evaluate following skills, knowledge and professional practices

* Content for a website
* Business requirement and client expectation
* Developing content structure
* Website hierarchy confirmation
* Navigation system development
* Website testing

1. **Assessment description**

* Your assessor will assess your work according to the given performance criteria/ performance checklist.

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| **Scenario:** |
| Computer Force is a brand-new start-up company that has set up its offices in the suburb of Parramatta in western Sydney. The business operations focus on the retail electronics industry.  Computer Force sells products including complete desktop computers, laptops and tablets, plus components and software for these products. Sales will be undertaken purely online through a website integrated with popular social media platforms. An app for popular mobile platforms will also be developed to complement the e-commerce website once the e-commerce website has been released. The business has no plans to open a physical storefront at this point in time.  The company’s premises were originally built in the early 1960s with a brick exterior and a tin roof. All lighting is currently provided by incandescent lightbulbs. Heating and cooling are provided by a very old ducted system.  The layout of the premises includes a mix of offices where staff can undertake their work duties and a warehouse with a loading dock where products are delivered, stored and then packed for delivery when they are purchased. A reception area, two conference rooms, and kitchen and bathroom facilities round out the layout of the premises.  A floor plan of the premises is shown in the following figure:  Diagram  Description automatically generated  *Figure 1: Computer Force floor plan*  The company currently has 22 full-time employees, and you work in the Web Developer role for the company. You will report directly to the IT Manager, Olivia Streets. An organisational chart of the company’s employees and their reporting lines is shown in the following figure:  Diagram  Description automatically generated  *Figure 2: Computer Force Organisational Chart*  The business recently implemented some WHS and sustainability policies and procedures. Still, it has no other policies, procedures or other business documentation such as style guides in place except for a business plan which is shown below:   |  | | --- | | **Business Plan**  **Mission:** to provide Australia with quality brand-name products and technical solutions, combined with reliable support and unparalleled customer service. To undertake this mission by embracing sound, sustainable and ethical business practices.  **Vision:** to become Australia’s largest technical hardware and software provider.  **Business objectives**  The objectives for Computer Force are outlined below:   * To become Australia’s most well-known and respected hardware and software provider. * To create a service-based organisation whose goal is to exceed customers' expectations. * To provide a smooth, efficient, and transparent sales process.   The organisation has three main business processes:   * Ordering, receiving and storing stock. * Receiving orders that are packed and sent to customers. * Standard business operations in relation to sales, human resources, management, and administration.   Product categories for sale include:   * Audio * Computers * Graphics cards * Keyboard and mice * Laptops * Monitors * Networking * Peripherals * Printing & scanning * Software * Storage * Tablets |   You have been tasked by your manager, Olivia Streets, to develop an e-commerce website for Computer Force to sell and market their products using the following design brief.  Design brief  The website is to include the following web pages:   * Home * Products * Register * About   **Layout**  **Graphical user interface, application  Description automatically generated**For each web page, the following layout should be used:  Only the content in the main section should be updated for each web page. The content in the other sections, including the header, menu, aside and footer sections, should remain the same, no matter what web page the user is currently on.  The main section should take up to 80% of the available width, while the aside section should take up the remaining 20% of the available width. You should use CSS to achieve this layout, and it needs to be responsive to different screen sizes. It is recommended that you use the CSS Grid and CSS flexible box to achieve the responsive layout. You should also link the CSS file externally from the HTML documents.  The following are requirements for sections within the layout:   * The Header section is to contain only the Computer Force logo centrally positioned. * The Menu section contains links to each of the web pages within the website, which is left aligned. * The Menu section should contain a search area that is right-aligned. This area should contain a text box that the user can enter text for the search term and a button with the text of “Search”. * The Aside area should contain an h2 heading with the text of “Purchases”. Under   this should contain a small table with the following cells:   * + Row 1 Column 1: Text of “0 items”   + Row 1 Column 2: Text of “Cart sub-total: $0”   + Row 2 columns 1 and 2: Button with the text “Go to Checkout”. * The Footer section should contain a paragraph element of text containing copyright information. You should specify the copyright symbol followed by the current year and your name within the paragraph.   **Colour and font scheme**  The website elements should contain a colour scheme for every element within the website, barring text that appears in paragraphs. Your colour scheme should consider the colours used in the Computer Force logo and should be aesthetically pleasing. Elements such as headings, buttons, links, etc., should have a style applied to them specifying the colours (both foreground and background) and the fonts that should be applied to those elements.  **Legislation, standards and procedures for web page layout**   * Privacy policy * Copyright content * Accessibility * The website needs to be interactive * Website compatible with different devices * Website can store vast data   **Cyber security protocols and procedures for website**   * Keep software and plug-in up-to-date * Add SSL certificate * Backup website * Change CMS default setting   **Page requirements**  The following specifies the requirements for the main section for each of the web pages.  **Home page**  **The requirements for this page are:**   * Must have an h1 element to specify the text “Welcome to Computer Force”. * Must contain the following text directly below the header: “Computer Force is your online expert in all things computing.” * Must contain the below the previous text. An h2 and IMG elements for some of the main products that Computer Force sells:   + Computers   + Laptops   + Monitors   + Printing & scanning   + Software   + Tablets   Each should have a title specified by the h2 element and an appropriate image to the product type. You should source relevant creative commons images for each of the products.   * Each of the above images should act as a hyperlink to an anchor for that product category on the Products page.   **Products page**  The requirements for this page are:   * Must have an h1 element to specify the text “Products we sell”. * Contain the following text directly below the header: “Computer Force sells products in the following categories:” * Below this should be an h2 and IMG elements for every product category that Computer Force sells, including:   + Audio   + Computers   + Graphics cards   + Keyboard and mice   + Laptops   + Monitors   + Networking   + Peripherals   + Printing & scanning   + Software   + Storage   + Tablets   Like the home page, each should have a title specified by the h2 element and an appropriate image to the product type. You should source relevant creative commons images for each of the products.  **Register page**  The requirements for this page are:   * Must have an **h1** element to specify the text “Registration Form”. * Contain the following text directly below the header: “Please complete the following form to register for an account on our website.” * The form should implement a post submission and is to contain the following elements:  |  |  | | --- | --- | | **Name** | **Notes** | | Username\* | Used to gather a unique account name. | | Email Address\* | Used to gather the users email address. | | Password\* | Used to set the accounts password. | | Confirm Password\* | Used to confirm the account password. | | First name\* | Used to set the user first name. | | Surname\* | Used to set the users surname. | | Gender\* | Used to specify whether the user is male or female. | | Date of Birth | Used to set the users date of birth. | | Address\* | Used to set the street address where the user lives. | | Suburb\* | Used to set the suburb where the user lives. | | Postcode\* | Used to set the postcode where the user lives. | | State\* | Used to set the state where the user lives. Must give the user option one from the following states: ACT, NSW, NT, QLD, SA, TAS, VIC and WA. | | Phone number | Used to set the user phone number. | | Clear | Used to clear the form data. | | Register | Used to submit the form data. |  * Fields with an asterisk next to their name in the previous table are required fields where the user must supply some value.   **About page**  The requirements for this page are:   * Must have an h1 element to specify the text “About Computer Force”. * Must contain the following text directly below the header:   + Computer Force is a brand-new start-up company designed to provide first-class service to its customers. Based in Parramatta in Sydney, Computer Force provides top-class computing products at bargain prices throughout Australia.   Our goals are:   * + To become Australia’s most well-known and respected hardware and software, provider   + To create a service-based organisation whose goal is to exceed customer's expectations   + To provide a smooth, efficient, and transparent sales process * Must contain the following text directly below the previous text:   + You can contact us using the following methods:     - Address: 100 Main Road, Parramatta, NSW 20150     - Email: [info@computerforce.com.au](mailto:info@computerforce.com.au)     - Phone: 02 4444 5555   **Additional requirements:**  The website description should allow for a multi-dimensional hierarchy, which allows for many ways browsing to the same content.  The website prototype must include the following information / pages:   * 1. Home page \*   2. About us \*   3. Board of Directors   4. Company History   5. Company Awards   6. Product Categories \*   7. Individual product page (develop at least 4)   8. Upcoming Events   9. Gift Vouchers   10. FAQ   11. Delivery information   12. Click and Collect information   13. Contact Us   14. Online Enquires   15. Privacy Policy   16. IT News /Blog   17. Member Registration \*   18. Member Benefits   19. Member Login   20. Shopping cart   21. Product Search   22. Wishlist   23. Site map |

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| Icon  Description automatically generated | **Activity 1: Identify and discuss the content for a website** |

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| **Your task.** | In this activity, you need to conduct a meeting with the manager to discuss the business requirements and client expectations from the website, and you also need to discuss the content which will be uploaded on the website and will discuss the target audience and website short and long-term goals.  You will act as the web developer, who will provide information about the strategic intent for the website. You need to ask questions about the business requirements and expectations of the clients from the manager. You also need to highlight the information/content which will be uploaded on the website and highlight the requirements of website content. Apart from this, you also need to discuss the target audience and ways they will interact using the website. You also need to highlight short and long-term goals for the website.  Moreover, you also need to highlight the business scheme which is applicable to the business structure and process. You need to discuss how the content will be grouped and highlight business structure and processes. You also need to discuss the security requirements for the website and access requirements.  Your classmates will act as the manager who will participate in the meeting. The person will provide information about the business requirements from the website and information about the client expectations. The person will ask questions about the target audience and what are the short and long-term goals set for the website. The person will also provide information about the security requirements for the website.  In the meeting, you need to cover the following:   1. Purpose of the website 2. Business requirements from the website 3. Client expectations from the website 4. Discuss content for different pages 5. Outline information which will be shared as per web intent 6. Discuss target audience 7. Highlight ways to interact with the audience 8. Discuss short-term and long-term goals for the website 9. Discuss business structure and process 10. Highlight how the information will be grouped 11. Discuss security access requirements 12. Discuss how the information will be clustered and grouped into the right topics |
| **You will be required to complete.** | You are required to conduct the meeting and submit the minutes of the meeting, including the discussion held on agenda topics and conclusions arrived. (Template given).  Your trainer will observe your performance and complete the following performance criteria checklist. |
| **Timeframe** | You need to complete this meeting in 10-15 minutes, and your trainer will provide you additional time to complete the minute of the meeting template. |

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| **Template -Minutes of Meeting** |
| **Meeting Objective: Identify and discuss the content for a website**  **Attendees: Olivia Streets (IT manager) and Yiren**  **Venue: Zoom Meeting**  **Date: 7/3/2022**  **Discussion held:**   |  |  |  | | --- | --- | --- | | ***Sr no*** | ***Topics discussed*** | ***Discussion held*** | | 1 | Purpose of the website | for the company Computer Force to sell and market their products online | | 2 | Business requirements from the website | Sales will be undertaken purely online through the website. The website should be easy to navigate for customers and be accessible for a wide range of customers with different needs. | | 3 | Client expectations from the website | To browse all products and able to purchase the product online  Be able to interact with the website through asking questions.  Easy to navigate. | | 4 | Discuss content for different pages | The main layout remains the same including header, menu, aside and footer, while the main section of each page change according to different content. For example, the home page will include the main slogan and product categories. There will be about 20 pages within the website. | | 5 | Outline information which will be shared as per web intent | Customers can search what they want to buy in the Search Box.  Pages like About us; FAQ; Gift Vouchers; IT news/Blog; Member Benefits can also be shared as per web intent. | | 6 | Discuss target audience | Anyone wants to buy technical hardware and software online | | 7 | Highlight ways to interact with the audience | Online enquires (FAQ) such as Chatbox, Livechat and Whatsapp messaging; Member Login; Product Search; Member registration. | | 8 | Discuss short-term and long-term goals for the website | The short-term goal is to develop the four pages required and the other pages as prototype based on current business and customer requirements.  The long-term goal is to develop all the webpages in the prototype and finish the website to achieve good customer service, employee appreciation, more website traffic and wider range of potential customers. | | 9 | Discuss business structure and process | The organisation structure consists of Marketing, IT, Warehouse, Logistics, Human Resources and Sales.  The managing director will coordinate all information and resources across different department within the company. | | 10 | Highlight how the information will be grouped | Factors including easy to find, customers’ experience, industry website norms, competitors’ websites, logical grouping of information | | 11 | Discuss security access requirements | Implement HTTPS and member login with password | | 12 | Discuss how the information will be clustered and grouped into the right topics | Factors including easy to find, customers’ experience, industry website norms, competitors’ websites, logical grouping of information | |

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| Icon  Description automatically generated with medium confidence | **Performance criteria checklist for unit assessment task:** | | | |
| **Trainer/ Assessor to complete** | | | | | |
| **Does the candidate meet the following criteria** | | **Yes** | **No** | **Trainer/Assessor Comments** | |
| Conducted the meeting:   * Discussed purpose of the website   + Highlighted why we need a website   + Highlighted services and products which will be displayed on the website * Highlighted business requirements from the website   + Discussed what business needs from website     - Accessible website     - Easy to navigate * Discussed client expectations from the website   + Highlighted what client needs from the website design * Discussed content for different pages   + Outlined the content for the homepage   + Discussed what will be product description   + Highlighted the page description   + Highlighted the number of pages that will be added to the website * Outlined information which will be shared as per web intent   + Highlighted what searching algorithm will be used so that client can search the information * Discussed target audience   + Highlighted who is the target audience for the website * Highlighted ways to interact with the audience   + Chatbox   + Livechat   + Whatsapp messaging * Discussed short-term and long-term goals for the website   + Good customer service   + Employee appreciation   + Website traffic increase   + Community reach out * Discussed business structure and process   + Highlighted different business processes and structures of the business operations * Highlighted how the information will be grouped * Discuss security access requirements   + Highlighted importance of security   + Discussed what security will be implemented   + Discussed access which will be given to the users * Discussed how the information will be clustered and grouped into the right topics * Completed the given meeting minutes template * Completed the meeting in the given timeframe | |  |  |  | |

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| Icon  Description automatically generated | **Activity 2: Developing content structure** |

**This activity is in continuation with the previous activity.**

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| **Your task** | In this activity, you need to develop the hierarchy of the website and develop a site map. You need to document the information and label them correctly. You are required to create a small report which will cover the information on how the information will be clustered and contain information about the website hierarchy and site map.  In the report, you need to cover the following:   * Hierarchy of the website * Site map of the website * Check data (Data validation method) * Relevance of the content in the related topics |
| **You will be required to complete and/or attach.** | Complete the following Template 1 and submit to your Trainer/ Assessor. |

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| **Template 1: Website hierarchy and site map** |
| Hierarchy of the website  Table  Description automatically generated |
| Site map of the website  Graphical user interface, website  Description automatically generatedGraphical user interface, application  Description automatically generatedGraphical user interface, application  Description automatically generated |
| Check data (Data validation method)  The IT manager will validate the information on all the webpage before it goes live.  The senior developer will check the HTML/CSS codes. |
| Relevance of the content in the related topics (groupings)  The contents are grouped into four groups of related information |

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| Icon  Description automatically generated | **Activity 3: Website hierarchy confirmation** |

**This activity is in continuation with the previous activity.**

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| **Your task.** | In this activity, you need to conduct a meeting with the manager to discuss the confirm the hierarchy of the site map and obtain confirmation that the labels are assigned properly.  You will act as the web developer, who will provide information about website hierarchy and site map. You also need to provide information on what content will be assigned to different pages. You need to obtain confirmation that the hierarchy of the website is meeting the organisational requirements. You also need to obtain confirmation that the pages are labelled correctly and are easily accessible by the clients.  Your classmates will act as the manager who will provide information about the website hierarchy. The person will provide confirmation that the hierarchy of the website is as per the guidelines and will also provide confirmation of the labelling of the content and accessibility of the website.  In the meeting, you need to cover the following:   1. Discuss hierarchy of the website 2. Highlight site map 3. Obtain confirmation that the sequence of hierarchy is correct 4. Obtain confirmation that content is labelled correctly 5. Obtain confirmation that the website is accessible |
| **You will be required to complete.** | You are required to conduct the meeting and submit the minutes of the meeting, including the discussion held on agenda topics and conclusions arrived. (Template given).  Your trainer will observe your performance and complete the following performance criteria checklist. |
| **Timeframe** | You need to complete this meeting in 10-15 minutes, and your trainer will provide you additional time to complete the minute of the meeting template. |

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| **Template -Minutes of Meeting** |
| **Meeting Objective: Website hierarchy confirmation**  **Attendees: Olivia Streets (IT manager) and Yiren**  **Venue: Zoom Meeting**  **Date: 9/3/2022**  **Discussion held:**   |  |  |  | | --- | --- | --- | | ***Sr no*** | ***Topics discussed*** | ***Discussion held*** | | 1 | Discuss hierarchy of the website | The hierarchy is provided for everyone in the meeting | | 2 | Highlight site map | Discussed how information is grouped in the sitemap. The information is grouped into four groups and three levels. | | 3 | Obtain confirmation that the sequence of hierarchy is correct | Agreed by everyone | | 4 | Obtain confirmation that content is labelled correctly | Confirmed by everyone in the meeting | | 5 | Obtain confirmation that the website is accessible | Accessibility testing was done for the four pages (Home, About us, Products, Register) | |

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| Icon  Description automatically generated with medium confidence | **Performance criteria checklist for unit assessment task:** | | | |
| **Trainer/ Assessor to complete** | | | | | |
| **Does the candidate meet the following criteria** | | **Yes** | **No** | **Trainer/Assessor Comments** | |
| Conducted the meeting:   * Discussed hierarchy of the website * Highlighted site map * Obtained confirmation that sequence of hierarchy is correct * Obtained confirmation that content is labelled correctly * Obtained confirmation that website is accessible * Completed the given meeting minutes template * Completed the meeting in the given timeframe | |  |  |  | |

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| Icon  Description automatically generated | **Activity 4: Navigation system development** |

**This activity is a continuation from the previous activity.**

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| **Your task.** | In this activity, you need to build the navigation system for the website and implement different ways of searching the website. You also need to develop the prototype for the architecture design. You need to prepare a short report on the navigation system and prototype of architecture design.  The report will cover the following information:   * Website navigation system * Building navigation system * Ways to search the website * Prototype of website   The website architecture developed should have at least 10 pages in the prototype.  After developing the report, you need to implement these tasks on the website.  You need to send an email to the manager to obtain confirmation that the website is accessible and easy to navigate. |
| **Resources required** | Your Trainer and Assessor will provide you with the following resources to complete this activity:   * Computers * Internet * RAM * HTML editor |
| **You will be required to complete.** | Your Trainer will observe you during the activity and complete the following performance checklist. You also need to complete the provided template. |
| **Timeframe** | Your Trainer will provide you with 3-4 hours to complete this activity. You may ask additional time if required. |

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| **Template 1: Website hierarchy and site map** |
| Need of website navigation system  Allow customers to find information quickly |
| Building navigation system  See attached HTML/CSS codes in the ZIP file. |
| Ways to search the website   1. Search box 2. Navigation bar 3. Sitemap |
| Prototype of website (Screenshots)  See attached Word Document:  Activity 4\_Prototype of website.docx (Screenshots)\_YirenWang\_S20212327 |

Email:

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| To: Olivia Streets (IT Manager) |
| From: Yiren Wang |
| Date: 11 March 2022 |
| Subject: Confirmation of the website prototype |
| Attachments: |
| Dear Olivia,  Please review the attached hierarchy design and website prototype and confirm that the website is accessible and easy to navigate.  Best regards,  Yiren Wang |

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| Icon  Description automatically generated with medium confidence | **Performance criteria checklist for unit assessment task:** | | | |
| **Trainer/ Assessor to complete** | | | | | |
| **Does the candidate meet the following criteria** | | **Yes** | **No** | **Trainer/Assessor Comments** | |
| Build navigation system and create prototype:   * Built navigation system * Implemented different ways to search the website * Developed prototype of the website | |  |  |  | |

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| Icon  Description automatically generated | **Activity 5: Website testing** |

**This activity is in continuation with the previous activity.**

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| **Your task.** | In this activity, you need to test the website architecture and navigation system. You also need to check the content available on different browsers and devices as well. After performing the test, you need to keep a record of the results.  In this activity, you need to perform the following tasks:   * Test and validate the document offline * Test and validate documents online * Check the document on 3 different browsers (provide screenshots) * Check the document on 2 different devices (provide screenshots) * Analyse test results and update document   You need to take a screenshot of the test results and submit it to the trainer. The file should be named as StudentID\_Unitcode\_activity5. |
| **You will be required to complete.** | Your trainer will observe you during the activity and complete the following performance checklist. |
| **Timeframe** | Your trainer will provide you with 3-4 hours to complete this activity. You may ask for additional time if required. |

***Web page where error occurred***

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| --- | --- | --- |
| **Website testing issues** | | |
| Issue No | Issue | Possible Solution |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

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| Icon  Description automatically generated with medium confidence | **Performance criteria checklist for unit assessment task:** |

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| **Trainer/ Assessor to complete** | | | |
| **Does the candidate meet the following criteria** | **Yes** | **No** | **Trainer/Assessor Comments** |
| Validation and testing of the document:   * Tested and validated the document offline * Tested and validated documents online * Checked the document on different browsers * Checked the document on different devices * Analysed test results and updated document |  |  |  |

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| Icon  Description automatically generated | **Activity 6: Sign-off** |

**This activity is in continuation with the previous activity.**

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| **Your task.** | In this activity, you need to conduct a meeting with the manager to discuss the test results. You need to obtain feedback from the manager regarding the website accessibility and test results of the browsers.  You will act as the web designer, and you will provide the information about the test results, debugging of web pages and accessibility of the web pages. You need to obtain feedback from the manager that the website is designed according to the organisational requirements. You also need to highlight how the changes will be made in the web page layouts and obtain sign-off from the manager.  Your classmates will act as the manager to whom the test results and accessibility report will be submitted. He/she will ask to provide feedback on changes to make in the web page layout and will provide sign-off and confirmation for the web page layout.  In the meeting, you need to discuss the following:   1. Discuss website accessibility 2. Discuss website content 3. Obtain feedback on the web page layout and design 4. Discuss the test results of browsers 5. Highlight cyber security protocols 6. Highlight how the web pages will be amended 7. Obtain sign-off |
| **You will be required to complete.** | You are required to conduct the meeting and submit the minutes of the meeting, including the discussion held on agenda topics and conclusions arrived. (Template given).  Your trainer will observe your performance and complete the following performance criteria checklist. |
| **Timeframe** | You need to complete this meeting in 10-15 minutes, and your trainer will provide you additional time to complete the minute of the meeting template. |

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| **Template -Minutes of Meeting** |
| **Meeting Objective: Discuss about the website accessibility and test results of the browsers.**  **Attendees: Olivia Streets (IT manager) and Yiren**  **Venue: Zoom Meeting**  **Date: 14/3/2022**  **Discussion held:**   |  |  |  | | --- | --- | --- | | **Sr no** | **Topics discussed** | **Discussion held** | | 1 | Discuss website accessibility | Passed; meet WCAG standards | | 2 | Discuss website content | Meet business and customer requirements | | 3 | Obtain feedback on the web page layout and design | Meet the requirements | | 4 | Discuss the test results of browsers | Good display on all browsers tested | | 5 | Highlight cyber security protocols | Use HTTPS; for customer’s information use log in password security | | 6 | Highlight how the web pages will be amended | No changes required | | 7 | Obtain sign-off | Approved by trainer | |

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| Icon  Description automatically generated with medium confidence | **Performance criteria checklist for unit assessment task:** | | | |
| **Trainer/ Assessor to complete** | | | | | |
| **Does the candidate meet the following criteria** | | **Yes** | **No** | **Trainer/Assessor Comments** | |
| Conducted the meeting:   * Discussed website accessibility * Discussed website content * Obtained feedback on the web page layout and design * Discussed the test results of browsers * Highlighted cyber security protocols * Highlighted how the web pages will be amended * Obtained sign-off * Used active listening skills to understand the participants’ point of view * Treated stakeholders fairly and equitably * Completed the given meeting minutes template * Completed the meeting in the given timeframe | |  |  |  | |

# Assessment Task 2

**Comments:**

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| **Submission Type:  Initial submission |  1st Resubmission  2nd Resubmission** |
| **Result:  Satisfactory |  Not Yet Satisfactory** |

**Unit Completion Sheet**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name: | Yiren Wang | | | Student ID No: | | **S20212327** |  |
| Course Code & Title | ICT50220 Diploma of Information Technology | | | | | |  | | | | | |  | | |
| Unit Code & Name: | ICTWEB522 Develop website information architecture | | | | | |  | | | | | |  | | |
| The following assessments have been completed, assessed as either ‘Satisfactory’ or ‘Not yet satisfactory’, and submitted to Administration with all required documentation completed and signed. | | | | | Result S = Satisfactory  NYS = Not yet satisfactory  C = Competent  NYC = Not yet competent | |  | |  | |
| Assessment Task 1 | | Written questions | | | S |  NYS | |  | |
| Assessment Task 2 | | Unit Project | | | S |  NYS | |  | |
| For a ‘Competent’ result, all assessment tasks must be graded ‘Satisfactory’. | | | | | | |  | | | | |  | | |  | |
| Final Assessment Result for this Unit | | | | | C |  NYC | |  | |  | |
| Assessor Declaration:  I declare that I have conducted the assessment with this student and have provided appropriate feedback. | | | Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | | |  | | | |

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