Date

Name

Position

Company

Address

State Postcode

**ACS Project Report Form**

Australian Computer Society

Skills Assessment

November 2014

**The ACS Project Report Form is required for a Recognition of Prior Learning (RPL) Application**

**INFORMATION ABOUT THE AREAS OF KNOWLEDGE**

After studying the ACS [ICT Profession Body of Knowledge](http://www.acs.org.au/__data/assets/pdf_file/0007/7792/The-ICT-Profession-Body-of-Knowledge.pdf) document, tick those Areas of Knowledge that you believe you have learned from your experience.

***Please Note:*** *None of the areas are mandatory. Applicants are allowed an opportunity to address only the Areas of Knowledge they have acquired through their experience.*

Please detail the relationship between the selected Areas of Knowledge and what you have learned from the type of work and qualifications. This section of RPL needs to be specific as to how and where you have learned the knowledge from.

This is one of the most important parts of the assessment and therefore ought to be comprehensive in its content and clarity.

**It is important that you explain:**

**(a) What Areas of Knowledge you have learned,**

**(b) How you acquired and applied the knowledge in your working environment.**

|  |
| --- |
| **Only tick the Areas of Knowledge that you and believe you have learned from your experience** |
| ICT PROBLEM SOLVING (PS)  PROFESSIONAL KNOWLEDGE (PK)   * Ethics * Professionalism * Teamwork concepts and issues * Interpersonal communication * Societal issues/Legal issues/Privacy * History and status of discipline.     TECHNOLOGY RESOURCES (TR)   * Hardware and software fundamentals * Data and information management * Networking.     TECHNOLOGY BUILDING (TB)   * Programming * Human‐computer interaction * Systems development * Systems acquisition.   SERVICES MANAGEMENT (SM)   * Service management * Security management.   OUTCOMES MANAGEMENT (OM)   * IT governance * IT project management * Change management * Security policy. |
| **Write a brief summary of how you acquired and applied the knowledge in your working environment (1-2 pages).** |
| [EXPANDABLE TYPING AREA] |

**RPL PROJECT REPORTS**

A project report is a coherent written description of a project or engagement that provides you with the opportunity to show how you perform as an IT (Computing) Professional, and enables assessors to understand and question your thought processes and decisions. Each report is to relate to a significant project or work episode undertaken by the applicant during his or her professional career.

The purpose of these reports is to enable applicants to demonstrate their command and implementation of the Areas of Knowledge claimed in your application.

**Please note: Applicants are required to provide two project reports.**

Of the two reports, one must pertain to project undertaken within the last three years, and the other for project within the last five years. Projects over two years long may be used for both reports under either of the following conditions:

* The project has clearly-defined work efforts which took place in parallel, each with their own solution development and design activities and their own deliverables.
* The project had clearly-defined phases that were executed in succession, each with its own solution development and design activities and deliverables. Note that a second project phase that constructs and implements the solution developed by the first phase does not meet this requirement.

Depending on the nature of the applicant’s role in the project, this would be expected to cover a selection of such factors as:

* System analysis and design and software engineering methodologies used;
* Contribution to the processes involved in the design and implementation of enterprise-wide computer systems;
* Programming languages, design paradigms and implementation procedures adopted;
* Database and/or file design and management techniques employed;
* Network topologies, including size, distribution and security facilities installed;
* Project management and quality assurance techniques followed;
* Internet application design, including database interactivity and security measures implemented;
* ICT managerial activities, demonstrating the nature and extent of responsibilities

The following pages provide a template for your reports.

When writing your reports please provide your own thoughts – do not just copy project documentation. Diagrams from the project documentation may be helpful, but the text should be in your own words.

Please use the first person in your discussion, so it is clear to the assessors what you did versus what others did – say “I did X” rather than “X was done”.

Diagrams may be helpful, but please ensure that they are relevant, readable, and help the assessors to understand what you did on the project.

Focus on quality rather than quantity.

**Project Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Project Name** | **Start Date** | **End Date** |
| **Project 1** |  | **mm/yyyy** | **Mm/yyyy** |
| **Project 2** |  | **mm/yyyy** | **Mm/yyyy** |

**Project 1: <project name>**

**i. Project Summary**

1. **Identification**

|  |  |  |
| --- | --- | --- |
| Client’s Company Name | Legal Name of Entity | |
| Trading Name/s | Trading Name/s | |
| Company Size | Number of employees | |
| Business Address | Street Address  Suburb State Postcode Country | |
| Contact Numbers | Tel: Telephone (include country and area code) | Fax: Fax (include country and area code) |
| Web Address | Web address | |
| Email Address | General email address | |
| Nature of project |  | |
| Location of project |  | |
| Name of your employer |  | |

1. **Duration**

|  |  |  |
| --- | --- | --- |
|  | From | To |
| Total project duration | mm/yy | mm/yy |
| Your involvement | mm/yy | mm/yy |

1. **Resources**

|  |  |  |
| --- | --- | --- |
|  | Your Team | Client |
| Project team size | nn | nn |
| Size of team led by you | nn | nn |

1. **Personal Involvement**

**Please list the phases of the project in which you were personally involved**

| Start | Completion | Phase Description |
| --- | --- | --- |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |

1. **Describe your role(s) and responsibilities, including the leadership aspects.**

|  |
| --- |
| Roles and Responsibilities |
| [EXPANDABLE TYPING AREA] |

**ii. Business Opportunity or Problem**

1. **Describe the business opportunity or problem(s) this project addressed and how it related to the (internal or external) client’s needs.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **Describe the scope and complexity of the problem.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **Describe your relationship and communications with client management / user management / end users.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

**iii. Solution**

1. **Discuss your contribution to the solution, project or engagement including the rationale behind key choices. Please enumerate the alternatives you considered and your reasons for their rejection.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **Enumerate and describe the key decisions you made, and the reasons for making them as you did.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **Describe the design method you used on this project and the rationale for its selection.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **List the design tools you selected for use on this project and discuss the rationale for their selection.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **List the major deliverables of the project that you were responsible for or contributed to, and summarize the reason for their inclusion.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

**iv. Results**

1. **Was your solution implemented? If so, describe the role, if any, you had in the implementation. If not explain why not.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **Assess the overall success or failure of the project. Comment on client satisfaction, attainment of objectives, and ultimate versus proposed cost and schedule.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

**v. Lessons Learned**

**In retrospect, what you might have done differently on this project and what lessons did you learn?**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

**Project 2: <project name>**

**i. Project Summary**

1. **Identification**

|  |  |  |
| --- | --- | --- |
| Client’s Company Name | Legal Name of Entity | |
| Trading Name/s | Trading Name/s | |
| Company Size | Number of employees | |
| Business Address | Street Address  Suburb State Postcode Country | |
| Contact Numbers | Tel: Telephone (include country and area code) | Fax: Fax (include country and area code) |
| Web Address | Web address | |
| Email Address | General email address | |
| Nature of project |  | |
| Location of project |  | |
| Name of your employer |  | |

1. **Duration**

|  |  |  |
| --- | --- | --- |
|  | From | To |
| Total project duration | mm/yy | mm/yy |
| Your involvement | mm/yy | mm/yy |

1. **Resources**

|  |  |  |
| --- | --- | --- |
|  | Your Team | Client |
| Project team size | nn | nn |
| Size of team led by you | nn | nn |

1. **Personal Involvement**

**Please list the phases of the project in which you were personally involved**

| Start | Completion | Phase Description |
| --- | --- | --- |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |
| mm/yy | mm/yy |  |

1. **Describe your role(s) and responsibilities, including the leadership aspects.**

|  |
| --- |
| Roles and Responsibilities |
| [EXPANDABLE TYPING AREA] |

**ii. Business Opportunity or Problem**

1. **Describe the business opportunity or problem(s) this project addressed and how it related to the (internal or external) client’s needs.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **Describe the scope and complexity of the problem.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **Describe your relationship and communications with client management / user management / end users.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

**iii. Solution**

1. **Discuss your contribution to the solution, project or engagement including the rationale behind key choices. Please enumerate the alternatives you considered and your reasons for their rejection.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **Enumerate and describe the key decisions you made, and the reasons for making them as you did.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **Describe the design method you used on this project and the rationale for its selection.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **List the design tools you selected for use on this project and discuss the rationale for their selection.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **List the major deliverables of the project that you were responsible for or contributed to, and summarize the reason for their inclusion.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

**iv. Results**

1. **Was your solution implemented? If so, describe the role, if any, you had in the implementation. If not explain why not.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

1. **Assess the overall success or failure of the project. Comment on client satisfaction, attainment of objectives, and ultimate versus proposed cost and schedule.**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |

**v. Lessons Learned**

**In retrospect, what might you have done differently on this project and what lessons did you learn?**

|  |
| --- |
|  |
| [EXPANDABLE TYPING AREA] |