

Bachelor of Information Technology

Professional Practice for IT

Level 5, Credits 15

Assessment Task

Technical Proposal Report

Assessment Overview

This is one of three assessments for this course. This assessment requires you to produce a proposal report for your choice of one of the two specified scenarios.

Assessment Table

Assessment	Weight	Learning Outcomes	Assessment Grading Scheme	Completion requirements
Professional Portfolio	50%	1-3	Percentage / CRA	Cumulative 50% weighted average
Assignment	25%			
Oral Presentation	25%			

Conditions of Assessment

You will complete this assessment during learner-managed time (outside of class time). This is an individual assessment. Your report should be presented as a PDF document.

There is no word limit/word count for this assignment, however, it is important to be succinct and concise while at the same time providing enough detail to properly inform your reader.

This assessment will need to be completed and submitted by 5pm Friday of week 9 (check the Moodle assignment module to confirm this semester's date).

Authenticity

All parts of your submitted report must be completely your own work, though you are required to provide authoritative evidence for any claims of fact. This evidence must be correctly referenced using APA 6th Edition referencing.

Late Submission, Reassessment, Extensions

The School process in relation to Submissions, Extensions, Resubmissions and Resits complies with Otago Polytechnic Policies. Students can view policies on the Otago Polytechnic Website located at <http://www.otagopolytechnic.ac.nz/>.

Resubmission is where an original assessment is returned to the student for minor reworking and then being resubmitted for final grade. Where a student achieves a D grade for any assessment, an application for resubmission may be made to the Head of School. A maximum of two resubmissions will be permitted in any one year for any student.

Resubmissions are completed within a short time frame (usually no more than five working days) and usually must be completed within the timing of the course to which the assessment relates. Resubmissions will be available only to students who have made a genuine attempt at the first assessment opportunity. The maximum grade awarded for a resubmission will be C-.

Information about late submission and extensions can be located in the Course Outline, available on the course Moodle page.

Learning Outcomes

At the successful completion of this course, students will be able to:

1. Select, learn and use appropriate technology to communicate and solve problems.
2. Write technical documents for the IT environment, following professional standards.
3. Demonstrate professional behaviour appropriate to an IT environment.

Instructions

You are to write a short, semiformal technical proposal using *Technically Write* or a similar resource as a guideline to help you follow conventions. You may use the Writing Guide on Trello to help with the planning process.

You should begin by carefully researching and planning the contents of your report before writing. You do not need to hand in your plan, but it will be clear whether you have planned properly from the logical progression of your points and organisation of report sections.

All claims of fact should be backed up with authoritative evidence from secondary sources. These must be appropriately referenced using APA 6th Edition referencing.

Pick **either** Scenario A **OR** Scenario B as the topic of your report.

Scenario A: *Recommend new software for a local organisation.*

The local council is setting up Whare tapere o hapori ao whānui, a community initiative to provide resources for Māori global citizenship. They have set up a digital education centre, which will deliver digital literacy courses to local people as well as provide a space with free internet access. Whare tapere o hapori ao whānui will be managed by three people in order to cover technical support, education and management roles. All three will be working on a part time basis but require some way to manage the team in an efficient way. They are looking into using project management software to do this and have consulted your company for a recommendation on the software that would suit them best.

- It needs to be able to manage tasks, keep track of who is meant to do what and allow for communication regarding the progress of aspects of their work.
- It must be useable to collaborate at least in the office on all three computers, and preferably be accessible from home for each employee.
- They would consider paying for a pro version if a case is made for it being much better for them than a free version. The budget will be set according to the recommendations in your report, but keep in mind that this is rate payers' money being spent so costs must be fully justified.

Scenario B: *Recommend new IT equipment for a local organisation.*

Tōhu Mātauraka, a Dunedin organisation that promotes learning in Maori contexts, requires updates to their current information technology solutions and has applied for a grant, which should cover their needs. They want to use better technology than what they currently have, though they have no background knowledge of what might be available to suit their needs. Some are currently using older Windows 7 machines, others paper and post-it notes. They need IT solutions in the following roles:

- Outreach: one employee goes to schools and gives presentations.
- Marketing and design: one employee manages the organisation's WordPress site, designs flyers and posters and sends out emails to the mailing list. This employee has an Adobe Creative Cloud subscription for design software.
- Admin: one employee manages funds, appointments, events and all administrative tasks for the organisation.

The budget isn't huge, but they want to ensure that what they purchase will last at least five years so that they don't have to go through this process again for quite a while.

You are also aware that the organisation actively promotes the concepts of social, economic and environmental sustainability, and will only use suppliers who do the same.

Minimum requirements:

- Explain the key concepts of your report
- Concepts in the report should support the topic
- Provide enough detail for the reader to make judgements/decisions
- Provide accurate information
- Structure your report in a logical way
- Use proper paragraphs with smooth transitions
- Make sure the report has a sense of beginning and ending
- Edit out filler and/or waffle and avoid unnecessary repetition
- Proof read and correct spelling, punctuation and grammar errors
- Make sure formatting is consistent and tidy
- Meet conventions for technical proposal reports, including correct sections
- Base your ideas on research
- Provide evidence to back up your points
- Cite and reference resources in APA 6th Edition format

Submission Instructions

Save your final report in PDF format and upload to the assignment module on the Assessment page in Moodle.

Marking Schedule

Criteria	Exceeds expectations [8-10]	Meets expectations [5-7]	Fails to meet expectations [0-4]
<i>Content</i>	An accurate and complete explanation of key concepts is made and these support the report topic. Enough detail is presented to allow the reader to understand the content and make judgments about it. Information (names, facts, etc.) included in the report is consistently accurate. Readers gain insights and are well-equipped to make sound decisions.	An explanation of key concepts is made, and these mostly support the report topic. Enough detail is presented to allow the reader to understand the content and make judgments about it. Information is mostly accurate with some minor exceptions. Readers can probably make decisions based on this content.	The explanation is sufficiently inaccurate, incomplete, or confusing that the reader gains little information from the report. It appears that little attempt has been made to help the reader understand the material. The information in the report is incorrect or unclear to the point of being misleading. Information in the report may not be presented in the author's own words.
<i>Structure/ Organisation</i>	Information is presented in effective order. Excellent structure of paragraphs and transitions enhances readability and comprehension. No filler or waffle.	Information is structured and logically ordered with paragraphs and transitions. Sense of beginning and ending. Minimal filler or waffle.	Information is scattered and needs further development. Points jump around. Beginning and ending vague or unclear. Filler or waffle interrupts flow.
<i>Mechanics</i>	Very few errors in spelling, punctuation, sentence structure and grammar. Sentences are complete and grammatical, and they flow together easily. Words are chosen for their precise meaning.	Errors in spelling, punctuation, sentence structure and grammar are infrequent or minor and do not distract the reader. May have some unnecessary repetition, but not so much as to distract the reader.	Errors in spelling, punctuation, sentence structure and grammar are frequent enough that they distract the reader and interfere with meaning. There is unnecessary repetition of the same words and phrases.
<i>Formatting</i>	Formatting gives the document a professional appearance. Meets all formatting conventions appropriate to the type of document.	Formatting of the document is generally consistent and tidy. Clear attempt made to meet conventions for the type of document.	Document is poorly or inconsistently formatted. No attempt to understand formatting conventions.
<i>Research</i>	Thorough research provides evidence to support all points. All resources cited with correct formatting.	Ideas are based on research. Evidence used to back up most points. Most resources are cited, but formatting isn't always correct.	Not enough research conducted. Points lack supporting evidence. Resources are not correctly formatted.