**Assessment Coversheet**

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| **Student Name** | |  | | **CIT Number** |  | |
| **Competency Title, Code and Banner Code**  **CRN** | | Create Website Testing Procedures  ICTWEB406  INFT510 | | | | |
| **Assessment Type** | | Written  Case Study  Project  Practical  Other | | | | |
| **Assessment Name** | | Task Sheet 5 – Business Analysis | | | | |
| **Assessment Date** | | 10th September, 2018 | | | | |
| **Student Statement:** This assessment is my own work. Any ideas and comments made by other people have been acknowledged. I understand that by emailing or submitting this assessment electronically, I agree to this statement. | | | | | | |
| **Student Signature** | |  | | **Date** |  | |
| **PRIVACY DISCLAIMER:** CIT is collecting your personal information for assessment purposes. The information will only be used in accordance with the CIT Privacy Policy. | | | | | | |
| **Assessor Feedback**  ❑ **Student provided with feedback** | | | | | | |
| **Attempt 1** | | **Satisfactory** | **Not Yet** **Satisfactory** | | **Date** | / / |
| **Attempt 2** | | **Satisfactory** | **Not Yet** **Satisfactory** | | **Date** | / / |
| **Assessor Name** |  | | **Assessor Signature** | |  | |
| **Note to Assessor:** Please record any reasonable adjustment that has occurred for this assessment. | | | | | | |
| **Instructions to Assessor**  **Work, Health and Safety**: A work health and safety check of the assessment environment is to be conducted prior to the assessment and any hazards addressed appropriately.  **List the time, materials provided and assessment range and conditions on the next page** These sections should be detailed enough for multiple assessors to consistently implement the assessment and include details of location, time restrictions, level of assistance permitted (if any), WHS, environment protocols, etc. The student should have access to techniques, procedures, information, resources and aids which would normally be available in the workplace. Include if open or closed book. Materials to be supplied may include: assessment paper, site plan, text, internet access, etc. | | | | | | |

**Information for Students:** You may have two (2) attempts for this assessment.

* If your **first** attempt is not successful, your teacher will discuss your results with you and will arrange a second attempt.
* If your **second** attempt is not successful, you will be required to re-enrol in this unit.

Only one re-assessment attempt will be granted for each assessment item. A first submission **MUST** be received on or before the due date in order to be elegible for a re-assessment. Late submissions will not be accepted without valid, accompanying documentation to explain the reason for the late submission.

**Time Allowed**: 2 Weeks

**Materials Provided:**

* Task Sheet 5
* Australian Hardware Business Plan (excerpt)
* Australian Hardware Organisational Structure

**Assessment Range and Conditions**:

This assessment must:

* Be submitted as a single Microsoft Word (or similar) document with necessary images and diagrams embedded

**Assessment Criteria:** To achieve a Satisfactory result, your assessor will be looking for your ability to demonstrate the key skills/tasks/knowledge detailed in the Task Sheet 7 – Review Industry Standards.

**Assessment Tasks**

When dealing with any client, it is important to have some understanding of the how their business works. No two clients will ever have exactly the same requirements or expectations. Your service must be tailored to the individual and you should arm yourself with as much knowledge about the client as possible, prior to meeting with them to determine their needs.

In this task, you will be provided with a business plan and organisational structure. You will need to analyse the information provided and, using this information, respond to the following questions.

1. **Business Analysis**
2. Using the business plan for Australian Hardware (provided), briefly describe the functionality of the business.

Provide advice and supplies/materials to customers that range from qualified tradespersons to amateur DIY.

1. Using the organisational chart for Australian Hardware (provided), identify the type of organizational structure (functional, divisional or matrix) and explain your reasoning.

Australian Hardware (AH) has a functional business structure. A functional business structure splits an organisation into roles/speacialty areas. In AH’s case timber sales, garden sales, hardware sale and plumbing and electrical are all separate functioning groups with an additional group for general sales to admin. All these groups report to an individual maanger who then reports to higher up the chain.

1. **Industry-Accepted Hardware and Software Products**
2. Which operating system do you think Australian Hardware would use on their systems? Explain your answer.

Windows – While Linux is generally a faster os and more secure, Windows OS is easier to use and has a better graphical display. Windows gernerally has more software and compatible hardware built for it that comes with official support.

1. In the table provided, list three (3) common desktop applications that may be required by Australian Hardware and briefly outline the uses of each.

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| **Desktop Application** | **What is it used for?** |
| 1.Outlooks | Email |
| 2.Chrome | Web brower |
| 3.MS office | Software for word docs, excel sheets, power points for presentations etc. |

1. Identify three (3) industry-accepted hardware and software products and populate the tables below with the required information.

|  |  |
| --- | --- |
| **Hardware Products** | **Definition** |
| 1.POS/cashier machines | For purchasing in store |
| 2.Endpoints | Desktop computers for emails/ employee admin |
| 3.Servers | To store all e-commerce and employee/HR data. |

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| --- | --- |
| **Software Products** | **Definition** |
| 1.NetSuite | Retail management solution for e-commerce, order management and POS. |
| 2.Xero | Emploee payroll software |
| 3. |  |

1. Provide a diagram showing the possible structure of the Australian Hardware website. Ensure your proposed website structure adheres to industry standards.

***\*\* Insert diagram here \*\****

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| **Marking Criteria** | **Evident (✓/🗶)** | **Comments** |
| Business functionality suitably described |  |  |
| Organisational structure identified and explained |  |  |
| Suitable operating system identified and reasoning provided |  |  |
| Three desktop applications identified and usage explained |  |  |
| Three hardware products identified and defined |  |  |
| Three software products identified and defined |  |  |
| Diagram of possible website structure provided |  |  |