



Faculty of Science & Technology

Department of Computing & Informatics

Computing in Business (CiB)

Student Handbook

DWK Investment Banking Resilience Management Case Study

February 2021

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Bournemouth University 2020

33rd Computing in Business Week

Welcome to this Bournemouth University Computing Tradition

Computing in Business Week makes up 70% of the marks for the Level 4 Business Systems Analysis and Design Unit.

It is a great focus for discussion in job interviews –
for placements and graduate jobs.

CiB has changed a great deal over the years but has proved to be an outstanding means to demonstrate your abilities.

CiB week is driven by the aims and objectives of the Business Systems Analysis and Design unit but integrates some of your knowledge and skills from other units.

Faculty of Science and Technology - Department of Computing and Informatics

Unit Title: Business System Analysis & Design (BSAD)	
Assessment Title: DWK Resiliency Management Scenario	
Unit Level: 4	Assessment Number: 1 of 2
Credit Value of Unit: 20	Date Issued: 05/02/2021
Marker(s): Jane Henriksen-Bulmer, Nicholas Mavengere, Seminar Tutors, Academics and Guests	Submission Due Date: 14 May 2021 Time: 5pm
Quality Assessor: Lai Xu	Submission Location: Turnitin (& large file submission)
	Feedback method: Brightspace

This is a group assignment which carries 70% of the final unit mark

ASSESSMENT TASK

This is a Group Assignment. You work in the same group all week. Groups have been pre-agreed or predefined based on your selected preferences and notifications.

Get your group together well before the week to plan how you are going to work as a group, tackle the tasks, and achieve group goals. Find out who has which strengths, so you are ready to divide all the tasks of the week. Plan your management method.

This document sets out how you will work during the week.

Timelines:

- Date: Monday 10th May 2021: Scenario Document Released
 Date: Monday 10th May 2021: CiB Launch Event via Zoom
 Date: Monday – Thursday 10th to 13th May 2021: End of day Group Check-in with their assigned External Project Manager.
 Date: **Friday 14th May 2021: Final System Design and supporting Documents submission due at 5 pm**

1. THE GROUP TASK

At the Monday Launch you will be given the System Requirements Document (SRD) titled “**DWK Resiliency Management Scenario**”. It sets out high level requirements for an ‘resiliency management’ system that DKW plc would like to have. You and your group are going to add some additional requirements for some of the users to this by interviewing your clients. You will analyse and complete the requirements and then go on to design and build the system. For the system build, there are 3 sub-tasks: you will build

- A HTML interface system
- Data exporting functionality (into csv file format)
- Business reports

Whilst this scenario has been created in partnership with JP Morgan, it is based on industry experience and all the details about the company DKW plc and the scenario itself are theoretical. For background, JP Morgan is a multi-billion pound, multi-national financial institution. JP Morgan staff will attend the exhibition and choose their winner. Winning group members will be invited to JP Morgan’s offices and given prizes. They are an outstanding company and have taken on many placement students and graduates.

NOTE: It is not expected that every group will finish all the functionality in the SRD. Some of you will have to choose a set of functions that will integrate to show your Computing skills, and your ability to think through how to help a business operate. What is important however is that you have something to show for all 4 sub tasks.

Your mark for the work will be judged by a group of BU Computing lecturers and demonstrators: our judgment may be different from JP Morgan's judgment. JP Morgan will judge on professional grounds. We academics judge on a combination of academic and professional grounds.

Computing is an integrated subject. To do this work you will need to draw on some of your learning from other units, though most knowledge and skills required will come from this unit.

2. GROUP ASSIGNMENT DELIVERABLES

- 1) **The Final System:** This will be a recorded presentation of your system (max 10 minutes). This can be a video, a slide deck that you talk over or similar way of demonstrating your system to the assessors that includes all the elements in the 4 sub-tasks detailed above.
- 2) Each member of the group will upload:
 - a. The presentation of the final system design on **Friday 14th May to Brightspace by 5pm**. This should include all the elements described in sub-tasks 1-3 above;
 - b. A signed copy of the **Group Member Evaluation Form**
 - c. **Supporting Portfolio of Documents:** As part of the final design upload, you will need to include documents that demonstrate what you have learned on the course. You choose which portfolio exhibits to include. Collect relevant paperwork and drawings that you are proud of into your zip folder and include these in your final zip file. These Must include your interview questions and interview scripts. In addition you must include a selection of exhibits that demonstrate how you arrived at your designs. These may include (but are not limited to) draft diagrams, DFDs, UMLs, user stories, wireframe mock-ups, screenshots etc.

Each and every member of the group is required to upload a zip file containing the documents listed above.

Points to Note:

After the launch event on Monday, each group will be given time to formulate their interview question in preparation for interviewing 3 DWK staff to elicit the requirements for their roles for the new system, a member of staff from each of the following roles:

1. A staff member from the Application team
2. A staff member from the Operate team
3. A staff member from the Resiliency team

Each group will be allotted a 15 minute interview slot with each of the three (3) DWK staff team members on Monday afternoon (45 minutes in total).

It is up to you to decide the format of the interviews and who conducts each of the interviews, you may all attend or assign one or more members of the group to each interview. *However, it is important to realise that you will need at least all the Must have requirements from each team member to adequately design a suitable system.*

Remember these are professionals that you will be interviewing so, be polite, dress appropriately smart and be professional!!

- The more of your system that works on the PC/Laptop the more confident you will be that your system actually works.
 - a. Full marks **can** be achieved, however, by showing non-functioning screens only, provided that the systems that the screens would be part of are viable (i.e. your logic works). Thus, if your group does not have highly skilled programmers you can still gain full marks.
- It is not anticipated that any group will achieve a full working system. DKW's requirements are extensive. They have set out their requirements in MoSCoW style.
- You will also need to add end-user requirements to this list based on your interviews. MoSCoW prioritises them as (highest priority) Must have, (next) Should have, (next) Could have, (lowest) Would have.
 - a. In *principle*, go for the Must have and ignore the others unless you have the time for them.
 - b. In *practice*, you sometimes find that it is a very small piece of work to include a Should, and you do so, because there is not time for a Must that is going to take a lot of time.

NB: you will need to prepare and enter some data, in order to test your systems, to run data exports, and to run reports.

3. OPERATION OF THE WEEK - COMPETITION

Each group has the same task but can use their creativity and learning to **compete** to show what they can do. There will be two winning groups, one **chosen by the academic markers and a second group will win, as judged by JP Morgan**.

Each group is in competition with each other group. You are expected to try to outdo the other groups. You are expected to do so in a constructive and friendly way, however, so far as other groups are concerned.

1. If you can help another group without causing problems for your own group achievements, you are expected to do so:
 - a. If Group A requests reasonable cooperation from anyone in Group B, and the request is refused without good reason, the whole of Group B has marks deducted.
2. If you or your group deliberately obstruct another group your group will lose marks.
3. Regarding the exhibition you must regard all students as being one big group. Any exhibition failure due to non-cooperation results in marks being deducted from *everyone*.

We do not expect you to complete everything in the time available. We want a convincing demonstration that shows the potential to improve their business, so that they could realistically award the contract to your group. Construct a convincing prototype, this is a real sales pitch.

Dress in a business-appropriate way for the interviews and the final presentation/video.

4. LEARNING

This is much more than an assessment. You will learn a great deal, during the week.

5. MARKING CRITERIA

The final mark will take account of

Friday Exhibition:

1. System (70%) (see Appendix A for marking criteria matrix)
 - a. Quality of your system in terms of the extent of functionality that you achieve, its effectiveness and efficiency, its usability, and our professionalism, in:
 - i. System based on database with a HTML interface system (25%)
 - ii. User Interface Design (15%)
 - iii. Usability & Accessibility (16%)
 - iv. Data exporting functionality (into Excel files) (7%)
 - v. Reports (7%)
2. Portfolio (30%) (see Appendix A for marking criteria matrix)
 - a. Requirements (10%)
 - i. Relevance and quality of interview questions used; and
 - ii. Supporting requirements documentation produced
 - b. Evidence of systematic systems thinking (20%), in
 - i. Selection of concepts tools and techniques during the week – did you choose relevant ones?
 - ii. Application of concepts tools and techniques during the week – how well did you use them?

6. GROUP MARKS AND INDIVIDUAL MARKS

This is a group task. All goals are group goals. Groupwork is not just about your individual success. It is about the group's success.

It is better to help a colleague whose task is not going well, in order to ensure that the group goals are all achieved, than to achieve your individual goals at the expense of group goals. It is up to every group member to make sure that:

1. S/he is in good group contact, meeting with the group at the very least once per day
2. S/he shows her/his progress to the group at the very least once per day
3. S/he contributes to **management** (see below) at the very least once per day.

Groupwork is very, very common in computing/IT work in business. Businesses want *groups* to succeed, not *individuals*. This assignment operates the same way.

Same Marks or Different?

It is expected that each group will organise itself in such a way that all members make an equal contribution and therefore, each group member will receive the same amount of marks. ***Each group must complete and sign the group evaluation form (attached)***, indicating the level of contribution each group member has made to the work and include this in the supporting portfolio to be handed in on Friday at the exhibition.

If there are substantive reasons (e.g. lack of engagement/contribution of one or more members of the group, personal matters) for which the group as a whole feel that any of their group members should not receive the same mark as other members of the group, the group should inform the BSAD Unit leader and indicate on the group evaluation form what they consider the appropriate level of input each group member has contributed.

Warning: Suppose group member X contributes distinctly less than others, but then asks the group to hide that fact so X gets more marks than X has earned. What X is asking the others to do, is to commit the Academic Offence of Collusion. **Penalties for Academic Offences are severe even for a first offence. (A second offence generally results in dismissal.)**

7. CONTRIBUTION, ATTENDANCE AND MANAGEMENT OF WORK AND GROUPS

It is your responsibility to contribute to your group. You must therefore attend at least 9 to 5 every day.

You are responsible for **management** of your week. You must use a way to coordinate your work across the group and make sure that the group succeeds. For example, you might use SCRUM.

There is no explicit mark for management. The quality of your management will affect your system.

8. MARKING CRITERIA AND INTENDED LEARNING OUTCOMES (ILOs)

- Your ability re ILO 1 is measured implicitly across the week and will affect all elements of marking. Expect questions from those marking the exhibition about this ILO.
- Your ability re ILO 2 is measured in Marking Criterion 2.
- Your ability re ILO 3 is measured in Marking Criteria 1, and 2.
- Your ability re ILO 4 is measured in Marking Criterion 1, and 2.
- Your ability re ILO 5 is measured in Marking Criterion 1, and 2.
- Your ability re ILO 6 is measured implicitly across the week and will affect all elements of marking. Further, your ability re ILO6 is also measured in group feedback on the group evaluation form and from your conduct and attendance at the daily Group Check-ins with the Teaching Team.

What are ILOs?

They are the University's statement of the minimum set of abilities that you can be expected to have when you pass the unit. The Marking Criteria – ergo the marks – distinguish how good your abilities are. (It follows that the ILOs of all units in your degree define the abilities you can be expected to have when you graduate).

INTENDED LEARNING OUTCOMES (ILOs)

This assignment tests your ability to:

1. Understand the cycle of system development activity and the roles and responsibilities of the different stakeholders.
2. Demonstrate the ability to analyse the processes and design simple specifications for an organisation through applying formal modelling concepts.
3. Understand the relationship between data, information and knowledge and the value it provides to stakeholders.
4. Understand current thinking on interactive systems and User eXperience and be able to develop and evaluate user interfaces.
5. Understand the security, legal, social, ethical and professional issues of the above.
6. Demonstrate the ability to work in a team in applying all of the above to solve problems for an organisation.

QUESTIONS ABOUT THE BRIEF

Questions about the assignment brief can be asked in the lectures or seminars. Also, you can post questions on the unit forum on Brightspace and ask questions about the brief. This means ALL students have fair and equal access to the answers given. It will also be faster as questions can be answered by the first member of the unit team to be available. Emails should only be sent direct to the unit staff if they are of a private nature.

Signature Marker: *Dr Jane Henriksen-Bulmer*

HELP AND SUPPORT

- If a piece of coursework is not submitted by the required deadline, the following will apply:
 1. If coursework is submitted within 72 hours after the deadline, the maximum mark that can be awarded is 40%. If the assessment achieves a pass mark and subject to the overall performance of the unit and the student's profile for the level, it will be accepted by the Assessment Board as the reassessment piece. The unit will count towards the reassessment allowance for the level; This ruling will apply to written coursework and artefacts only; This ruling will apply to the first attempt only (including any subsequent attempt taken as a first attempt due to exceptional circumstances).
 2. If a first attempt coursework is submitted more than 72 hours after the deadline, a mark of zero (0%) will be awarded.
 3. Failure to submit/complete any other types of coursework (which includes resubmission coursework without exceptional circumstances) by the required deadline will result in a mark of zero (0%) being awarded.

The Standard Assessment Regulations can be found on **Brightspace**.

- If you have any valid **exceptional circumstances** which mean that you cannot meet an assignment submission deadline and you wish to request an extension, you will need to complete and submit the Exceptional Circumstances Form for consideration to your Programme Support Officer (based in C114) together with appropriate supporting evidence (e.g, GP note) normally **before the coursework deadline**. Further details on the procedure and the exceptional circumstances form can be found on **Brightspace**. Please make sure that you read these documents carefully before submitting anything for consideration. For further guidance on exceptional circumstances please see your Programme Leader.
- You must acknowledge your source every time you refer to others' work, using the **BU Harvard Referencing** system (Author Date Method). Failure to do so amounts to plagiarism which is against University regulations. Please refer to <http://libguides.bournemouth.ac.uk/bu-referencing-harvard-style> for the University's guide to citation in the Harvard style. Also be aware of Self-plagiarism, this primarily occurs when a student submits a piece of work to fulfill the assessment requirement for a particular unit and all or part of the content has been previously submitted by that student for formal assessment on the same/a different unit. Further information on academic offences can be found on **Brightspace** and from <https://www1.bournemouth.ac.uk/discover/library/using-library/how-guides/how-avoid-academic-offences>
- Students with **Additional Learning Needs** may contact Learning Support on www.bournemouth.ac.uk/als
- You should not be conducting any primary research (i.e. carrying out an investigation to acquire data first-hand, for example, where it involves approaching participants to ask questions or to participate in surveys, questionnaires, interviews, observations, focus groups, etc.) unless otherwise specified in the brief. However, if there is a genuine requirement to collect primary research data you will require ethical approval before doing so. In the first instance, please discuss with the Unit Leader. The collection of primary data without appropriate ethical approval is a serious breach of Bournemouth University's Research Ethics Code of Practice and will be treated as Research Misconduct.

Disclaimer: The information provided in this assignment brief is correct at time of publication. In the unlikely event that any changes are deemed necessary, they will be communicated clearly via e-mail and Brightspace and a new version of this assignment brief will be circulated.

TIMETABLE OF THE WEEK

Monday	09.00	Brightspace	System Scenario Document posted for all.
	10.00	Zoom Launch	All Groups to Attend this Launch
	Launch to 12.00/1.00	MS Teams, Discord or Zoom	Group meeting – agree tactic and formulate interview questions. These will be marked and have to be included in your portfolio of deliverables at the end of the week
	12.00/13.00 to 17.00	MS Teams	Requirements Gathering – each group will interview user roles (played by staff from JP Morgan) to finalise your system requirements
	17.00	External Project Manager – daily update briefing	All group members are required to attend and brief the external project manager on the day's progress at a daily group check-in on Teams (5 minutes)
Tuesday	09.00 to 17.00	MS Teams, Discord or Zoom	Work on the task in your group
	17.00	External Project Manager – daily update briefing	All group members are required to attend and brief the external project manager on the day's progress (5 minutes)
Wednesday	09.00 to 17.00	MS Teams, Discord or Zoom	Work on the task in your group
	17.00	External Project Manager – daily update briefing	All group members are required to attend and brief the external project manager on the day's progress (5 minutes)
Thursday	09.00 to 14.00	MS Teams, Discord or Zoom	Work on
	17.00	External Project Manager – daily update briefing	All group members are required to attend and brief the external project manager on the day's progress (5 minutes)
Friday	09.00 to 17.00	MS Teams, Discord or Zoom	Exhibition Briefing Final preparation of your exhibition stand and system
	17.00-	Brightspace	Submit your system and supporting document on Brightspace.

GROUP MEMBER EVALUATION FORM AY 2019-20

Group Number **Group Name**

To be completed, agreed and signed by ALL members of the group.

List names of all group members and agree the percentage contribution **to the whole group assignment** (including the work, system, exhibition and portfolio) made by each member. This evaluation form is to be handed in as part of the Group portfolio of supporting documentation at the Exhibition on Friday.

Member Name	Percentage Contributions (should add up to 100%)	Notes/Comments	Member Signature

BSAD DKW plc Investment Banking Resilience Management Case Study
(Appendix A)

THE SYSTEM

MARKING CRITERIA – STAFF WILL MARK YOUR EXHIBITED WORK USING THESE SHEETS

		Excellent (80% +)	Very Good (65-79%)	Good (51-64%)	Basic (40-50%)	Weak (0-39%)
<i>Quality of your system in terms of the extent of functionality that you achieve, its effectiveness and efficiency, its usability, and your professionalism. (70%)</i>	<i>System based on database with a desktop interface [max 25 Marks]</i>	Your system is complete with all the Requirements met in all the 4 categories. This includes not only the Must have's but also the Should have and potentially all or some of the Could have's. The system is logical, complete and very well presented.	<p>Your system is sufficiently complete with all the Must have Requirements met in each of the 4 categories. This may also include some of the Should have's and potentially some of the Could have's. The system is reasonably logical, complete and well presented.</p> <p>Another time, put yourself a little more in the user's place – try to see how they will really use it in more detail. You have all the functions, but can they be quicker for the user?</p>	<p>Your system is mostly complete with the majority of the Must have Requirements met across the 4 categories. This may also include some of the Should have's and potentially some of the Could have's. The system is fairly logical, complete and adequately presented.</p> <p>Another time, put yourself more in the user's place – ask yourself "Can I achieve that? Or "Can I do that part of my process more quickly?" Or "Can the system do more for me?"</p>	<p>Your system is basic with enough functionality provide to allow at least 2 of the user roles to complete their tasks. The functionality provides these users with most of the Requirements across the 4 categories. This could also include some Should have's and/or Could have's. There is evidence of some logic being applied in creating the system.</p> <p>Another time, put yourself in the user's place – ask yourself "If I really were the user, could I do that part of my process, or are there bits missing? Or "If I really were the user, could I do that part of my process more quickly?" Or "Could the system be arranged so that some steps achieve more than one thing at a time?"</p>	<p>You have not managed to provide even a basic level the efficiency and/or effectiveness and/or usability.</p> <p>Another time decide early on what the minimum functionality is that will make the user feel it is worth using your system instead of doing it how they do it now. Then achieve that. Then improve it in the time left.</p> <p>Your system will not be used.</p> <p>Another time decide early on what the minimum functionality is that will make the user feel it is worth using your system instead of doing it how they do it now. Then achieve that.</p>

	<i>User Interface Design</i> [max 15 marks]	The user interfaces are original, well designed, intuitive and user friendly. You have followed appropriate user interface design guidelines. The style and design are consistent across different screens and system elements. Appropriate interface elements have been used well throughout. The design has clearly been aligned to appropriate interface design guidelines	The user interfaces are quite original, well designed, and user friendly. The style and design are reasonably consistent across different system elements & screens. Interface elements used are appropriate. The design has been aligned to appropriate interface design guidelines	The user interfaces are fairly original. There is evidence in the design of style and design consistency across different system elements & screens. Interface elements used are mostly appropriate. The design has been aligned to some extent to appropriate interface design guidelines	The user interfaces are barely original. There is some evidence in the design of style and design consistency across different system elements & screens. An attempt has been made to align the design to relevant interface design guidelines	The user interfaces are not original. There is little evidence in the design of style and design consistency across different system elements & screens. Limited or no attempt has been made to align the design to relevant interface design guidelines
	<i>Usability & Accessibility</i> [max 16 marks]	You have provided very significant efficiency effectiveness and usability.	You have provided significant efficiency and/or effectiveness and/or usability.	You have provided fair efficiency and/or effectiveness and/or usability.	You have provided a basic level of efficiency and/or effectiveness and/or usability.	You have not managed to provide even a basic level the efficiency and/or effectiveness and/or usability.
	<i>Data exporting functionality</i> [max 7 marks]	You have provided very effective data exporting facilities.	You have provided effective data exporting facilities. Another time, ask yourself more deeply what the user is likely to do with the data and get from it, as a manager in the company and as a senior manager. Try to perceive what their	You have provided fairly effective data exporting facilities. Another time, ask yourself what the user is likely to do with the data. Try to think about company objectives and	You have provided basic data exporting facilities. Another time, ask yourself much more what the company might want to know, from the data. What are their objectives? Remember the concept of KPIs and try to think of two or three (or four or five if you can). They are often ratios, or factors. Set up	You have not managed to provide even basic data exporting facilities. Remember the basic principle, that information is processed data. Your export needed to provide the data. The data is then imported into a spreadsheet. Spreadsheets are tools for manipulating (processing) data and can turn it into information. Consider what the company does, and how they might measure how well they are doing it. Then see if you can produce the base data that they can

			<p>KPIs are. They are often ratios, or factors. Set up a spreadsheet with some dummy data in (not just a few rows) and try getting those KPI'S and others useful information from it by selecting and sorting the data, maybe trying pivot table techniques, or Pareto analysis. Then go back to your export and see if you can make it better targeted at the data they need.</p>	<p>work out what their top KPIs might be. They are often ratios, or factors. Set up a spreadsheet with some dummy data in (not just a few rows) and try getting useful information from it by selecting and sorting the data, maybe trying pivot table techniques, or Pareto analysis. Then go back to your export and see if you can make it better targeted at the data they need.</p>	<p>a spreadsheet with some dummy data in (not just a few rows) and try getting useful information from it by selecting and sorting the data, maybe trying pivot table techniques, or Pareto analysis. Then go back to your export and see if you can make it better targeted at the data they need.</p>	<p>import into a spreadsheet and process through some formulae.</p> <p>Your data export facility will not be used.</p> <p>Remember the basic principle, that information is processed data. <u>Your export has to provide the data.</u> Spreadsheets are tools for manipulating (processing) data and can turn it into information. Consider what the company does, and how they might measure how well they are doing it. Then see if you can produce the base data that they can import into a spreadsheet and process through some formulae.</p>
	<p><i>Reports</i> [max 7 marks]</p>	<p>You have provided very effective reports that will be of significant value to the business managers.</p>	<p>You have provided effective reports that will be of good value to the business managers.</p> <p>Another time try to think a little more deeply like the manager to whom the report goes. What do they want to learn from it? What decisions might they take, as a result of reading it? Make sure your reports provide exactly the information that</p>	<p>You have provided fairly effective reports that will be of some value to the business managers.</p> <p>Another time try to think more like the manager to whom the report goes. What do they want to learn from it? What decisions might they take, as a result of</p>	<p>You have provided very basic reports that will be of slight value to the business managers.</p> <p>Another time try to think much more like the manager to whom the report goes. What do they want to learn from it? What decisions might they take, as a result of reading it? Remember management is a Plan-Do-Monitor-Control cycle. The manager sets out the plan, company operations executes it,</p>	<p>You have not managed to provide even a basic level of report, and what you have provided will not be used by managers much at all.</p> <p>The essence of this task is to put yourself in the manager's position and see what they need to know in order to do their job. Perhaps you did not go into enough detail in the Systems Analysis phase. Or you found that your data analysis phase omitted thinking through and asking what is needed in the reports, and you only analysed what is needed for the basic system operation – with the result that you could not get the right data out. Next time make sure those phases</p>

			<p>enables them to be decisive, or at least well informed (some decisions involve more than just our reports). Consider combining reports. They may have asked for many reports, but can some be combined so it saves them having too many to read? ('de-clutter')</p>	<p>reading it? Remember management is a Plan-Do-Monitor-Control cycle. The manager sets out the plan, company operations executes it, now they are monitoring in case they need to change something (i.e. control execution). So, what might they be looking for? Make sure your reports provide exactly that. Consider combining reports. They may have asked for many reports, but can some be combined so it saves them having too many on their desk?</p>	<p>now they are monitoring in case they need to change something (i.e. control execution). Take the time to think what they might be looking for. Make sure your reports provide exactly that. If you have the time, consider combining reports. They may have asked for many reports, but can some be combined so it saves them having too many on their desk?</p>	<p>are strong, and that you spend time with the managers to find out what they need.</p> <p>Your reports will not be used</p> <p>The essence of this task is to put yourself in the manager's position and see what they need to know in order to do their job. Perhaps you skimmed the Systems Analysis phase, so you do not know what they need. Or you skimmed the data analysis phase, so you did not put the necessary data into the system. Next time make sure those phases are strong, and that you spend time with the managers to find out what they need.</p>
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THE PORTFOLIO

This is used in support of your work. It attests to the rigour (or otherwise) in your process.

		Excellent (80%+)	Very Good (65-79%)	Good (51-64%)	Basic (40-50%)	Weak (0-39%)
<p><i>Quality of your supporting portfolio in terms of the quality, completeness and presentation. (30%)</i></p>	<p><u>Requirements:</u></p> <p>i. <i>Quality of interview Questions</i> [max 5 marks]</p>	<p>Your requirements documentation and interview questions are of a very high standard. It is evident that reasoning has been used and questions have been devised in alignment with the brief.</p>	<p>Your requirements documentation and interview questions are of a generally high standard. Good reasoning has been used in devising the questions which is relatively well aligned with the brief has been shown.</p>	<p>Your requirements documentation and interview questions are acceptable standard. A reasonable level of reasoning in devising the questions and aligning these with the brief has been shown.</p>	<p>Your requirements documentation and interview questions are of an acceptable standard, there is evidence that you have done some planning and preparation and made an attempt at aligning this to the brief.</p>	<p>The requirements documentation lacks detail and there is little or no evidence of planning and/or alignment with the brief.</p>
	<p>ii. <i>Requirements elicited including supporting documentation</i> [max 10 marks]</p> <p><u>Evidence of systems thinking:</u></p> <p>i. <i>Selection of concepts tools and techniques used during the week – did you choose relevant ones?</i> [max 5 marks]</p> <p>ii. <i>Application of concepts tools and techniques during the week – how well did you use them?</i> [max 10 marks]</p>	<p>Your portfolio provides evidence of a high level of rigour in application of theory and a thoroughly systematic approach.</p> <p>You show not only excellent choices but perceptive and insightful application.</p>	<p>Your portfolio provides evidence of a generally high level of rigour in application of theory and a generally systematic approach.</p> <p>You show skill in selection and thoughtful application.</p> <p>Another time try to think through your selection of tools techniques and methods. And when you select them be properly evaluative – so you can answer the question what do you expect to get from using them? Then plan their use, so that you have a systematic approach to deploying them on the work.</p> <p>Also, spend a little time practicing the use of each of the theories tools and techniques to polish your ability in that.</p>	<p>Your portfolio provides some evidence of inclination/ability to be rigorous in application of theory. Your organisation appears to have been systematic for the most part.</p> <p>You show reasonable skill in selection and application.</p> <p>Another time take more time to try to think through your selection of tools techniques and methods. And when you select them use evaluation: be systematic in drawing up criteria to distinguish between them, and then place values on each one against the criteria. Then use that to select them. In that process ensure that you take time into account as a criterion. Then plan their use, so that you have a systematic approach to deploying them on the work. Ask yourself why you are doing it in a particular way so you can provide effective justification.</p> <p>Also, spend time practicing the use of each of the theories tools and techniques to polish your ability in that.</p>	<p>Your portfolio provides evidence of a basic level of application of theory and/or patchy use of theory. Your organisation of your work appears to be very basic, and sometimes instinctive rather than reasoned.</p> <p>Your selection and application are just about adequate.</p> <p>Another time take much more time to try to think through your selection of tools techniques and methods. And when you select them take good time and use evaluation: be systematic in drawing up criteria to distinguish between them, and then place values on each one against the criteria. Then use that to select them. In that process ensure that you take time into account as a criterion. Then plan their use, so that you have a systematic approach to deploying them on the work. Ask yourself why you are doing it in a particular way so you can provide effective justification.</p> <p>Also, spend time making sure you know what the theories tools and techniques are <u>for</u> – what they achieve/ reveal/etc. And practice using each of the theories tools and techniques to polish your ability with them.</p>	<p>Your portfolio is not organised with much clarity and it is untidy. Your selection appears too haphazard. Your application lacks depth.</p> <p>You need to learn better the theories tools and techniques so that you are ready to be systematic in selecting the right one, and you need plenty of practice using them, so you are effective when you do use them. Read the other columns on this, to see how to progress further once you have the basics.</p>