COURSE NAME / CODE			BTEC National Subsidiary / Diploma / Extended Diploma in IT			
UNIT(s) No / Name			29 – Installing and Upgrading Software			
LEVEL	3	Assignment No & Title	2 – Know how to prepare for a software installation or upgrade			

LECTURER/ASSESSOR		Gargi Gupta	
ISSUE DATE		22.11.16	
		DEADLINE DATE	9.12.16
SUBMISSION DATE			
RESUBMISSION AUTHORISATION BY LEAD INTERNAL VERIFIER*			
		AUTHORISATION DATE (BY IV)	
RESUBMISSION DATE**			

*All resubmissions must be authorised by the **Lead Internal Verifier**. Only **one** resubmission is possible per assignment, providing:
- The learner has met the initial deadlines set in the assignment, or has met an agreed deadline extension
- The tutor considers that the learner will be able to provide improved evidence without further guidance
- Evidence submitted for assessment has been authenticated and accompanied by a signed and dated declaration of authenticity by the learner

Any resubmission evidence **must be submitted within 10 working days of receipt of assessment

Student declaration

I declare that this assignment is all my own work and the sources of information and material I have used (including the internet) have been fully identified and properly acknowledged as required.

STUDENT NAME	SIGNATURE

ASSESSMENT DETAILS & GRADING CRITERIA

(NB: Columns 1 &2 of the table below will be completed once the assignment has been submitted) Please note that criteria & evidence should be aimed to give the learner the maximum grade available within their qualification (i.e. A, Pass, Distinction)

Learning Aims Covered	
L02	Know how to prepare for a software installation or upgrade
L03	Be able to install or upgrade software
L04	Understand the completion and handover process

GRADING CRITERIA FOR TASK		EVIDENCE	1) EVIDENCE SEEN		2) CRITERIA MET			
			Y	N	Y	I	N	IV
P3	Plan an installation and an upgrade	Task 1. **Report on planning**						
P4	Record and complete a software installation	Task 1: **Report and Videos/screenshots**						
P5	Record and complete a software upgrade	Task 1: **Report and Videos/screenshots**						
P6	Explain the importance of the user acceptance process	Task 3: **Report on user acceptance**						
M3	Design and implement a procedure to preserve data integrity during an upgrade	Task 1: **Report with screenshots**						
M4	Design a procedure to back out of software upgrades	Task 2: **Report and video/screenshots**						
D1	Justify a particular installation or upgrade	Task 3: **Report**						

KEY: Y = Yes, I = Incomplete, N = No
BREAKDOWN OF HOW GRADES WILL BE AWARDED:
(NB: Please tick as appropriate)

TYPE OF QUALIFICATION	TICK	DESCRIPTION
BTECS / WORKSKILLS	√	Pass / Merit / Distinction / Fail

A LEVELS / A2		A-U

Internal Verification of Assignment Brief

IV Full Name		Sign		Date:	
LIV Full Name		Sign		Date:	

BTEC SAMPLE MATERIAL

LEARNER CONSENT DECLARATION

Centre No & Name	51330 – UTC Reading	
Subject & Level	BTEC National Subsidiary / Diploma / Extended Diploma in IT	3
Unit No & Title	29 – Installing and upgrading software	
Learner No & Name		

I agree to the learner work identified above, after having been made anonymous, being used to support any of the following activities, which may involve the display of work online through the BTEC website or through publications:

- Professional Development and Training
- Centre Assessment Example Material
- Standardisation Support
- Publication Materials

Assessor Signature	
Name (block capitals please)	GARGI GUPTA
Job Title	Lecturer in IT
Date:	

Learner Signature	
Name (block capitals please)	
Parent/Guardian consent if under 16 years of age	
Date:	

Please ensure that this sheet is completed on submission of your assignment.

Please note that your assignment **MUST** have the following (unless otherwise stated):

1. Cover page
2. Contents page
3. Introduction
4. Conclusion
5. Bibliography

As an IT Consultant for **UTC Reading**, you have been tasked with preparing policy documents for installations and upgrades. The purpose of this is to ensure that all future installations and upgrades are correctly managed; anticipating and avoiding issues, mitigating errors and minimising downtime. IT support will then use your documents to guide them in their work.

TASK 1 **Evidence you must produce for this task.**

To achieve the criteria you must show that you are able to:	Unit	Criterion Reference
You are required to write an installation and upgrade document that details installation/upgrade processes and procedures including: • Planning • testing • delivery • shipping • software storage locations to be used • specifications of the software • communicating the progress and outcome of the installation/upgrade to the appropriate people • information recording e.g. log books • obtaining access e.g. log-on details • security • confidentiality • contractual requirements as potential constraints to processes	29	P3
Demonstrate and record how to install a software, restoring your backed up data and ensuring the integrity of the previous applications you had installed. You have to include: • Document action during installation • Remember to use the backup procedures to ensure that data integrity is preserved.	29	P4
Demonstrate and record how to upgrade Windows 2008 to Windows 2010 or similar, restoring your backed up data and ensuring the integrity of the previous applications you had installed. • Document action during upgrade	29	P5
When upgrading software, it is essential that existing data is safeguarded. Design a procedure to preserve data integrity during your software upgrade(P5)	29	M3

TASK 2 Evidence you must produce for this task.

Design a procedure to back out of software upgrades. You should consider the following: • Data integrity: e.g. system recovery point; copy of registry data; copy of user data; prior image of hard drive		M4

TASK 3 Evidence you must produce for this task.

Explain the importance of the user acceptance process. Make sure you include: • Configuration to meet customer needs • Handover to the customer • Customer acceptance	29	P6
You have to justify a particular installation or upgrade you have done in P4 or P5. you may wish to use some of the points: • Cost • Hardware requirements (needs lower spec computer – will it run faster) • Security threats	29	D1

Sources of information	• Shaw N – Strategies for Managing Computer Software Upgrades (Idea Group US, 2000) ISBN-10 1930708041, ISBN-13 978-1930708044 • www.microsoft.com • http://support.microsoft.com/kb/931225 • http://technet.microsoft.com/en-us/library/cc719950(WS.10).aspx • http://www.mcs.csueastbay.edu/support/oracle/doc/10.2/server.102/b14238/preup.htm • http://computing.vt.edu/software_and_hardware/additional_software/softwareinstallationguidelines.html • http://windows7forums.com/windows-7-installation-upgrade/8474-what-installation-method-do-you-use.html

P3

- [ ] Report on installation and upgrade :
- [ ] planning
- [ ] testing
- [ ] delivery
- [ ] shipping
- [ ] storage
- [ ] software specs
- [ ] communication
- [ ] logs
- [ ] security
- [ ] confidentiality
- [ ] contractural requirements

P4

- [ ] Report including screenshots
- [ ] Explanation of chosen setup
- [ ] Inc. configuration
- [ ] Inc. installed programs
- [ ] Inc. saved files

P5

- [ ] Report with screenshots
- [ ] Discussion on upgrade of operating system

P6

- [ ] Report
- [ ] Configuration to meet customer/user needs
- [ ] Handover to user

M3

- ☐ Report
- ☐ Written procedure ensuring data integrity
- ☐ Inc. at least 2 of the following: Backup / Restore Point / Image / Registry
- ☐ Documented proof that procedure has been followed in relation to P5

M4

- ☐ Create a back out procedure
- ☐ Ensure setting of system restore points
- ☐ hard drive cloning
- ☐ uninstall features
- ☐ registry backups
- ☐ Consider data integrity
- ☐ Provide your own backout strategy

D1

- ☐ Report on justification
- ☐ Cost
- ☐ Hardware requirements (needs lower spec computer – will it run faster)
- ☐ Security threats
- ☐ Corruption – data/system integrity