

## **UNIT 1 OUTCOME 1**

### **1.1 Describing the purpose of IT in modern business:**

In recent times IT has become more and more important in modern business the main factor being that it simplifies a lot of tasks that used to be hard or tiresome in this section I will discuss some of the ways modern businesses use IT.

Communication is a very important aspect of a business and the introduction of email has changed the way that companies talk internally and with clients this has changed even more drastically in recent years with social media, live chat systems and online meeting rooms which makes it easier than ever to communicate important information to whoever needs to hear it.

Data and inventory management has also been optimised with IT where there was once a huge room with rows and rows of filing cabinets is now an online database where an employee can access from their computer where they can search, find, remove or add information easily.

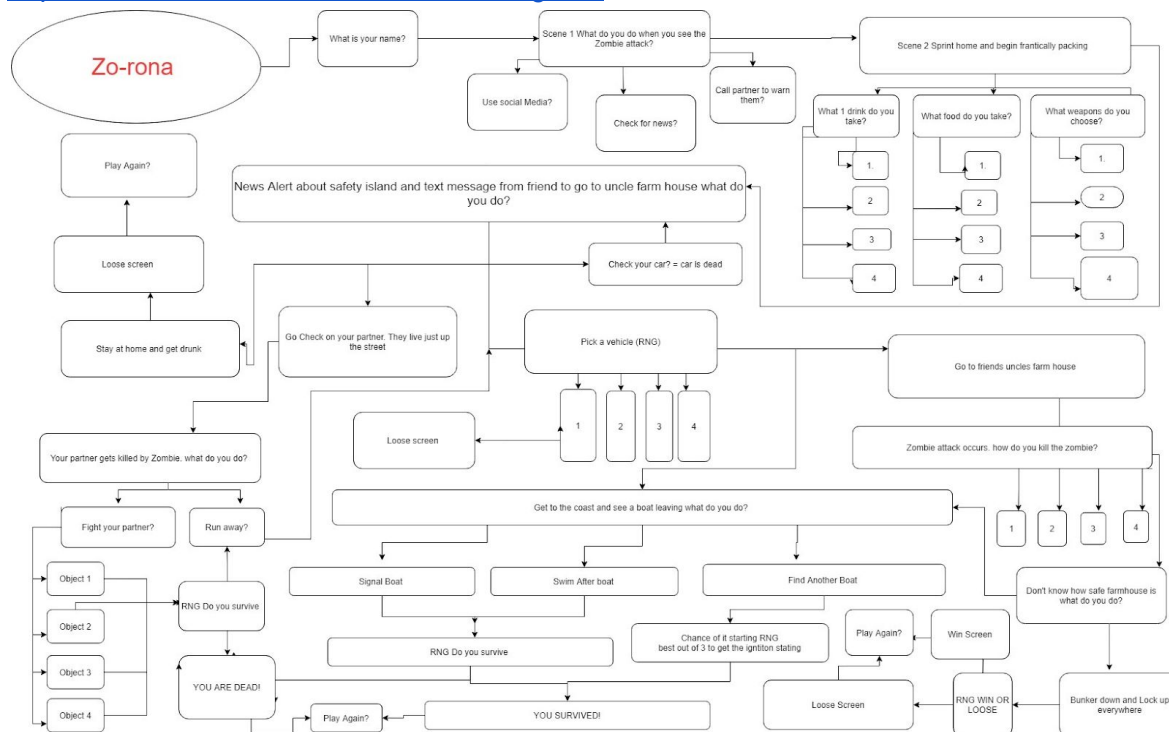
### **1.2 Describing methods, skills and resources needed to complete digital projects successfully:**

Assuming that the digital project is a team project and that we will lead this team:

In order to successfully complete a digital project there are a few necessary skills, methods and resources required. From the start of the project good realistic project planning is needed; this includes choosing a project management methodology such as waterfall technique or agile. The project leader must have good communication and be able to connect and inspire all the different people that are working on the project. Along with this excellent organisation, problem solving skills and assertiveness is required to keep things running smoothly. The resources needed from project to project differ a lot however on digital projects there are many similarities, the project will most likely require the use of IT systems and software so ensuring that there is proficiency within the team with these tools is important.

### 1.3 Plan and carry out tasks using IT - e.g. making your website.

<https://trello.com/b/RWK86QEM/zorona-game>



We decided to plan our text based RPG project using a flowchart for the initial ideas then by using trello to create a more detailed plan.

### 1.4 Describe the risks that might impact digital projects

While working on a digital project there are many risks that you could encounter. Some examples of the risks are described below.

The biggest risk is poor planning and not accounting for some of the risks detailed Here (and more) the start of the project should be dedicated to planning and accounting for all possible risks.

Software updates could affect digital projects e.g. you could be working on an app for iOS and halfway through Apple releases a new version of iOS which breaks your app.

There is a risk of competition releasing a similar product before you when developing a new product which could be being worked on by many different competitors. This puts the project on a timer where there is a choice between rushing the product and having a worse product or waiting to release a perfect product and be later than competition.

If halfway through a project there is a change in leadership the project could be seen as unimportant and may be scrapped by the new leadership.

### **1.5 Describe how you would go about selecting and using IT systems and software**

In order to select the best systems and software a few things should be taken into consideration first is the proficiency of the team in said softwares if the team is best in a certain programming language then it may be better to go with that language even if it may require more work or the final product may be a bit slower for example it .

Secondly the final product should be easily accessible by all potential customers, it should be easy to run and the user experience should be taken into account.

### **1.6 Describe and provide analysis on how your chosen technologies have helped you achieve your outcomes.**

Using Trello to plan out our text based game was extremely useful due to the fact that the plan was always evolving it made the working environment dynamic and helped us organize our project neatly. Another useful tool we used was git for version control, using GitHub we could branch the master project and work on our own sections of the code then merge it all together once we found that there would be no issues.

<https://github.com/thewong-andonly/team2game>

<https://trello.com/b/RWK86QEM/zorona-game>

### **1.7 Describe legal guidelines and constraints that impact digital projects.**

As digital products become more and more important in the modern world there will be more rules and regulations surrounding the industry which must be taken into account in order to make sure that the product will be allowed to stay online and not incur fines an example of this is GDPR which is designed to protect the information of the customers visiting websites due to this law the website must tell each visitor what information it collects and what it does with that information.

## **Unit 1 Outcome 2**

### **2.1 Review the ongoing use of IT tools and change approach as needed – in making your own website, are you happy with the tools you used?**

Throughout my work on my portfolio website I had to change my approach a few times in order to get a final product I was happy with, my original plan was written on a piece of paper with a small drawing on what I thought the website should look like this was then turned into a trello board to break up the task thus making the plan easy to follow. Another way I changed approach was by incorporating a JS script after trying with CSS in the html of my code as it was the only way for me to achieve a feature I wanted. Finally during the project I had to start researching on websites such as w3 school to learn more and get the job done faster.

### **2.2 Describe whether the IT tools selected were appropriate.**

The tools (VS Code, Trello and w3schools.com) I chose were appropriate as they were simple to download/use. They have been optimised to be easy to use for example VisualStudio's boilerplates for HTML and autocompleting tags. They were also free although trello has a premium feature it was not needed.

### **2.3 Assess the strengths and weaknesses of your final project – are you happy with your website? Why? Why not? You should review it on the website itself in the interests of openness. What would you change?**

I am fairly happy with my final product after getting feedback from friends and coursemates. They agree that the portfolio is simple to use and clear, the clarity, quality and style is good however there is some concern about the colour choice and the background image. Originally I wanted to make the whole portfolio on one page as I believe that is better but due to the course specifications I needed to change it to a three page design.

### **2.4 Describe further improvements you can make to your project**

With more time I would love to add more information about my projects and what I have done throughout my coding journey and change the layout and colour scheme to make the pages more dynamic by adding more Javascript elements.

### **2.5 Review outcomes to make sure they match requirements and are fit for purpose**

Though my original plan was a lot more complicated than the final outcome I believe that I achieved the requirements of the course rather than my own requirements. The feedback I received from my peers was helpful to improve the project and with more time I would implement them. However for the time being I believe the portfolio is fit for purpose.

## **Unit 1 outcome 3**

### **3.1 Review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency – could you have been more efficient when making your website? How? Could you have done it in teams?**

Using tools such as VS code and Trello helped me throughout the building of my portfolio VS code helped to increase my productivity by using features such as autocomplete, boilerplates and planning boards. In order to further increase my productivity using VS Code There are extensions I could have added to streamline the coding process more. I could have also googled more often to quickly find solutions to problems that I spent a lot of time on.

### **3.2 Describe ways to improve productivity and efficiency**

In order to increase productivity and efficiency it is important to take regular breaks, make sure you eat well and drink lots of water. It is also important to go into work with a good mindset and a good plan in order to break down a big task into smaller chunks and make the process easier.

### **3.3 Develop solutions to improve own productivity using IT in digital projects – what would you do differently next time? Team work? Use of Slack?**

Next time I do a similar project I will create a detailed plan from the start before I start any code then I would break it up into tasks on trello to make the project more accessible and to motivate myself better. Another thing I would do is use google more often to quickly find solutions to problems. I would also take regular breaks and make sure to sleep well so that I would be in the best shape for when I start coding.

### **3.4 Describe how you would go about testing digital solutions**

In order to test a digital project I would break it into chunks and test each chunk to make sure that it works as intended then I would combine the whole project and go through it slowly checking for errors and mistakes in spelling finally I would try to break it as much as possible and try to find things that a regular user might stumble onto while not using it as intended.

## **Unit 2 outcome 1**

### **1.1 Describing the content and layout for each page**

Navbar:

Headshot, home, about, contact

Home

Has my name with a background image and an image of chess along with two icons linking to github and linkedin.

About

Has a small about me section with 6 icons under it specifying my technical skills and some hobbies.

Contact

Has some information about how to contact me along with a form somebody can use to send me a message.

### **1.5 Describing copyright and other constraints affecting websites**

When hosting/owning a website there are laws that you must take into consideration. One example is copyright laws. You can not use the intellectual property of somebody without their permission this means that when designing a website you need to consider where the images you use come from and if somebody owns those images you must get their permission.

### **1.6 Describing access issues that need taking into account - describe issues that people with disabilities may face when using web pages and how we can overcome them.**

When creating a web page you should consider who will access these pages and what will make the experience easier for them for example in england around 4.5% of people are colourblind so the colour selection you make for your webpage should aim to be catered to the different types of colour blindness so that they can use the webpage with ease.

## **1.7 Describe which are the appropriate file types for websites**

There are many file types that go into making websites here are some examples:

HTML is the basic buildup of every website most of the information that is displayed is placed in the HTML file.

CSS files is where most of styling for the website will be done CSS files are called in the head of HTML files in a <link> tag.

When it comes to placing images on your website there are many options the main four are JPG, GIF, PNG and SVG.

JPG is the most common format it can support millions of colours and is ideal for real life images however they are lossy which means quality will be lost when any file is converted to jpg.

GIF on the other hand can only support 256 indexed colours although they can be animated which makes them a great way to bring motion to your website.

PNG and PNG-24 specifically is similar to JPG in its support of millions of colours. It is lossless and supports transparency.

SVG is the latest file type. The thing that makes SVG files different is that it is drawn mathematically using shapes and curves not pixels. This means that SVG's are lossless and can be scaled up to any size and they wouldn't lose quality.

## References:

### Unit 1:

1.1 <https://smallbusiness.chron.com/advantages-using-computers-business-4014.html>

1.2 <https://www.zazzlemedia.co.uk/blog/digital-project-manager-traits/>

1.4

<https://www.interruptdelivers.com/themash/what-is-risk-in-a-digital-project-and-why-should-i-care>

### Unit 2

1.6 <https://www.colourblindawareness.org/colour-blindness/>

1.7 <https://www.pagecloud.com/blog/web-images-png-vs-jpg-vs-gif-vs-svg>