# Assessment Task 4

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| **Assessment Title:** | Practical task and Portfolio of network installation documents |
| **Assessment Instructions:** | This assessment is a written task to test your knowledge/skill on small network documentation.  In this assessment, you must complete network documentation for handover consisting of the design, associated hardware, software and security features, as well as the installation, boot up and configuration procedures as per the client requirements. Documents might include supporting materials such as screenshots or photographs, logs, and system outputs. If screenshots are used, they should include timestamp when applicable. You may be required to collate evidence produced in Assessment 1, 2, and 3 and prepare notes of information for client handover.  This assessment will be conducted in class or online.  You must complete all tasks to a satisfactory level to receive a satisfactory result. |
| **Duration of the Assessment:** | 3 hours |
| **Required Knowledge** | To complete the unit requirements safely and effectively, you must demonstrate knowledge of:   * documentation standards for network design * security features * hardware and software installation procedures * boot up and configuration procedures * trouble shooting methods and techniques * software, hardware and network setting problem resolution procedures * security implications and methods for a home office network |
| **Resources required for this Assessment:** | |
| **Supplied by Institute/workplace** | Standard computer room –Networked PCs and servers, MS Office (include, Visio and project). Branch Wi-Fi Routers and switches or simulators.  Case study profile (Small office home office case study) |
| **Supplied by student** | N/A |

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| **Practical task and Portfolio –Finalise the network installation:**  Refer to the SOHO. “**Small office home office case study,”** to complete this assessment.  You are required to create or collect a portfolio of network documentation to support the home office network installed for the client’s network installation and configuration services, and then request a final sign-off to conclude your services.  Your organisation requires all testing and troubleshooting tasks to be documented, including the testing date, images and description of testing outcomes. |

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| **Task 1. Provide network documentation final approval.**  A template for “XYZ Networking Service Report” has been provided as below. You need to provide brief summary for each item and fill out this report to complete this task.  You need to collect and compile the design, and notes and screenshots that you produced in Assessment Tasks 1, 2, and 3. |

**XYZ Networking Service Report**

Ref No. Date/time lodged:

Priority:  Urgent,  High,  Low Responsible person:

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| Network design summary:   * Software: * Hardware: * Security features: | |
| Summary of configuration works:   * Completed Hardware installation tasks. * Completed Software installation tasks. | |
| Testing summary:   * Booting up: * Security features: | |
| Ticket level: | Creator: |
| Client contact: | Date complete: / / |

Satisfactory  Not Satisfactory

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| **Task 2.** – Handover and sign off  Draft an email to your client, handing over the installation, providing the above document and requesting sign off. |