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| **WRITTEN ASSESSMENT** | **Uncontrolled when printed**  **16/12/2014**  **FM02\_21a** |

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| **Student Name:** | | |  | | | **Student Number:** | | |  |
| **Unit Code/s & Name/s:** | | | **ICAWEB508A – Information Architecture** | | | | | | |
| **Assessment Type:** | | | **Exam/Test  Assignment  Other** | | | | | | |
| **Assessment Description:** | | | **P1 – ICAWEB508A Web Information Architecture** | | | | | | |
| **Assessment Due Date:** | | |  | | **Assessment Received Date:** | | |  | |
| **Student Declaration:** I declare that this assessment is my own work. Any ideas and comments made by other people have been acknowledged as references. I understand that if this statement is found to be false, it will be regarded as misconduct and will be subject to disciplinary action as outlined in the TAFE Queensland Student Rules. I understand that emailing or submitting this assessment electronically confirms my assent to this declaration in lieu of written signature. | | | | | | | | | |
| **Student Signature:** | |  | | | | **Date: / /** | | | |
| **Assessor Feedback:**  **Student provided with feedback** | | | | | | | | | |
| **Attempt 1 Satisfactory  Not Satisfactory  Date:      /     /** | | | | | | | | | |
| **Attempt 2 Satisfactory  Not Satisfactory  Date:      /     /** | | | | | | | | | |
| **Assessor Name:** | D Kosturin | | | **Assessor Signature:** | | |  | | |
| **Note to assessor: Please record any adjustment below that has occurred to this assessment e.g. written assessment given orally.** | | | | | | | | | |
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| **Disclaimer:** TAFE Queensland North (TQN) is collecting the information on this form for assessment purposes. Only authorised Departmental officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law, in accordance with the Information Privacy Act 2009. | | | | | | | | | |

**This section must be completed by the student when the student either posts or hands a completed assessment/assignment to customer service centres. a receipt is only issued for face to face assessments when requested by the student.**

✀ **RECEIPT**

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| STUDENT TO COMPLETE |  | OFFICE USE ONLY |
| Unit of competency code/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Assessment item/No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date received: / / |
| Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

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| **Instructions to Student:** | **Time allowed:** This assessment is to be completed over the semester.  **Materials and equipment to be supplied by the Student:**   * Access to a PC, Web Authoring Tools, templates * **General Instructions:** * You will need access to the folder ‘Web Docs’, which is in your Student Shared Drive. * You have 6 tasks to complete. * You will need to answer **all** questions correctly * Keep a copy of all assessments as you will be required, to submit them as a zipped file to your teacher.   NOTE: If you are not successful on your first attempt, you will be given comments and a further two weeks to rectify the changes.  You will need to re-submit your corrections for remarking. If you are unsuccessful on your second attempt, you will be required to re-enrol in this unit. ALL SUBMITTED WORK MUST BE YOUR OWNPlagiarism Is An Offence To avoid plagiarism, you must give credit whenever you use:   * Another person’s idea, opinion, or theory * Any facts, statistics, graphs, drawings—any pieces of information— information that is not common knowledge * Quotations of another person’s actual spoken or written * Paraphrasing of another person’s spoken or written words |
| **Instructions to Assessor:** | Please see Instructions to Student above. |
| **Assessment Context and Description: (if required)** | In order to gain competency in **ICAWEB508A Information Architecture** successful completion is required of the following assessments items:   * Written Assessment |
| **Note to Student:** | An Assessment Matrix is available from your teacher upon request. The matrix shows how the knowledge and skills that you are being asked to demonstrate align to the Elements, Performance Criteria, Critical Aspects, Required Skills and Required Knowledge components of each Unit of Competency. |

Online Systems Solutions has been approached by a client to develop a website for them. There is a document describing the technical requirements of this website. The organisation will now need a detailed design of the information architecture before we proceed to implement the website. At the completion of this stage the prototype will be sent to the client for approval before proceeding to implement the project.

Your project is to review the website requirements and develop a detailed design of the information architecture.

You should create a new folder for this project called '**Information\_Architecture**' and save all project files in this folder. You should create sub folders as necessary.

## Task 1 - develop requirements summary

You are required to write a brief summary of the requirements for the client website. You should:

* Review the Requirements document from the project resources section of this page.
* Write a brief summary of the website requirements using the [requirements summary template](http://my.tafe.qld.gov.au/WBI/WBI_Information_Systems/WBI_ICAWEB508A_TQC_A_Stage1/IMS_2012v1/1_Information_Architecture/project/resources/req_summary_template.doc) (Word - 27Kb).
* Ensure that your summary is correctly formatted according to the Online Systems Solutions Style Guide from the intranet site.

## Task 2 – accessibility and usability

From your readings and research on accessibility and usability you should:

* Determine and document the legal requirements for developing an accessible website
* Develop guidelines for creating a website that is accessible according to these requirements

## Task 3 - write a design report/information architecture design

You are required to investigate design alternatives for the website and develop a report explaining the reasons for the choices you have made for the design of the website. You should:

* Investigate what type of metaphor would be appropriate for your website (eg. organisational, functional, or hybrid).
* Write a brief report (half a page) detailing your choice and the reasons for your decision.

Use the resource Information Hierarchy to help, or search the Internet for examples of website metaphors.

* Develop a detailed navigation map based on the metaphor you have chosen for your website.
* The navigation map should show all the pages that you intend to develop on your website. These pages must be numbered.
* An example of a simple navigation map can be found in the resource Information Hierarchy.
* Review the client information and identify the documents that you need for your website. Using these documents "chunk" the content into segments, for use in the web pages. Label each segment. See [an example of 'chunking'](http://my.tafe.qld.gov.au/WBI/WBI_Information_Systems/WBI_ICAWEB508A_TQC_A_Stage1/IMS_2012v1/1_Information_Architecture/project/resources/chunking_eg.pdf) (PDF - 174 Kb) for help.
* Create a content map to show which content chunks belong to which web page. The web page is identified by the number on the navigation map.
* Develop a list of labels to be used to identify web pages, menu buttons etc. For example "home", "search", "contact". Use the resource on Labelling, or search the Internet. Arrange labels in alphabetical order and check for grammatical inconsistency.
* Investigate different menu systems, Write a brief report describing the advantages and disadvantages of the different menu systems.
* Select the menu system most suitable for the client website. Explain the reasons for your selection.
* Write a design report based on the information in the [design report template](http://my.tafe.qld.gov.au/WBI/WBI_Information_Systems/WBI_ICAWEB508A_TQC_A_Stage1/IMS_2012v1/1_Information_Architecture/project/resources/des_report_template.doc) (Word - 23KB).
* Ensure that your report is correctly formatted according to the Online Systems Solutions Style Guide from the intranet site.

## Task 4- create mock-ups of the website

You are required to create **three** mock-ups of the client home page. Your mock-ups should:

* Illustrate the look and feel of the website, including navigation system and page layout.
* Investigate alternative navigation systems - you should have at least two alternate navigation systems.

## Task 5 - create a prototype of the website

You are required to build a prototype of the client website. You should:

* Select one of your mockups developed in the previous task
* Choose your authoring tool (this can be a simple HTML editor) or a commercial application such as Dreamweaver.
* Ensure the prototype is in HTML5 and CSS3.
* Create a prototype to test the navigation (menu) system. You will need to create some top level "prototype" pages to test the menu.
* Test to ensure the menu system works correctly and that pages display correctly.

## Task 6- test prototype

You are required to test your prototype. You should:

* Develop an evaluation checklist for a usability review, based on the example given in the Test Design page
* Select at least three (3) users to conduct the usability review. This could be a family member or friend.
* Ensure security access is tested
* Check that the prototype can be uploaded to the World Wide Web without technical difficulties using an FTP program
* Send your prototype and evaluation checklist to your selected user for usability testing.
* Record the results of your usability testing
* Incorporate any changes required based on the testing feedback
* Sign off prototype

## You will need to submit

The following should be included in your uploaded zip file (please ensure that there are no additional files):

* Website requirements summary (Task 1)
* Accessibility Guidelines (Task 2)
* Design report (Task 3)
* Three (3) website mock-ups (Task 4)
* Website prototype (Task 5)
* Evaluation checklist and testing results (Task 6)

## How do I submit my project?

* Ensure that your folder is named correctly and contains only the files associated with your project
* Ensure all files are named appropriately
* Zip the folder containing your project files and send to your instructor
* Click on the upload link provided below