

Qualification dossier	ICT management 2007 - 2008
Position	ICT Manager
Core task 1	Developing (parts of) information systems
Work process 1.2	Producing a design for (part of) an information system

For the assessment of progress during the practical training (PT)



Explanation of the evaluation form:

This evaluation form can be used in the PT to assess assignments and indicates how a participant has developed in carrying out the work. There is a separate evaluation form that can be used for each completed assignment (work process).

In the evaluation form, the same assessment criteria are used as in the testing of skills. The advantage of this is that the participant's progress can be assessed using the same assessment criteria during the entire course of his ROC career.

The evaluation form is oriented towards two aspects:

- Assessing the process: the method of working
- Assessing the result achieved

Indicated on each assessment table is whether it relates to the process (1) or the result (2).

The total score on the assessment form consists of four possible scores:

- score 0 = not be assessed/not applicable
- score 1 = room for major improvement, supplementation
- score 2 = room for minor improvement
- score 3 = satisfactory

In the event of a total score of 1 or 2 you are requested to show in the table of indicators below on the basis of which indicators you have reached your total score. These indicators show the participant clearly the areas in which he must improve to gain a good score (3).

The evaluation forms can be used with the practical assignments and qualification dossiers from 2007 - 2008.

Name of candidate:	Assessor:
Date:	2 nd assessor:

Work process 1.2 Producing a design for (part of) an information system

1.	Supplies a design for (a component of) a data system in an adequate manner (process)	Total score: 3 – 2 – 1 – 0
Indicators		Score
In a correct manner, translates the information needs established into a functional and technical design.		3 – 2 – 1 – 0
Draws up an outline plan and an overview of costs.		3 – 2 – 1 – 0
During the creation of the design, consults with the customer and colleagues at appropriate times and regular intervals, substantiates his ideas and aims to achieve consensus.		3 – 2 – 1 – 0
Explains the technical and functional design in a comprehensible manner to involved parties, using an approach and language that is attuned to the audience.		3 – 2 – 1 – 0
Submits the technical and functional design to the customer for approval.		3 – 2 – 1 – 0
Remarks:		
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Work process 1.2 Producing a design for (part of) an information system

2.1	Clear, correct and complete functional and technical design (result)	Total score: 3 – 2 – 1 – 0
Indicators		Score
The functional and technical designs meet up to the information needs.		3 – 2 – 1 – 0
The functional and technical design is complete, easy to read, correct and executable.		3 – 2 – 1 – 0
Both the technical and financial possibilities and the needs and wishes of the organization are taken into account in the functional and technical design.		3 – 2 – 1 – 0
The future management and maintenance of the data system are taken into account in the functional and technical design.		3 – 2 – 1 – 0
Remarks:		

2.2	Correctly and fully informed customer and other interested parties (result)	Total score: 3 – 2 – 1 – 0
Indicators		Score
The information is complete, unambiguous and correct.		3 – 2 – 1 – 0
The communications are prompt and to the satisfaction of the customer and other involved parties.		3 – 2 – 1 – 0
The style of communications is attuned to the audience.		3 – 2 – 1 – 0
Remarks:		