

Qualification dossier	ICT management 2007 - 2008
Position	ICT Manager
Core task 1	Developing (parts of) information systems
Work process 1.3	Drawing up a plan of action

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 1.3 Drawing up a plan of action

1.	Draws up a plan of approach in an adequate manner (process)	Total score: 3 – 2 – 1 – 0
Indicators		Score
Makes an inventory of all activities to be carried out.		3 – 2 – 1 – 0
Plans and organizes the activities to be carried out in a logical manner, and creates an overview of the costs and the personnel and time needed.		3 – 2 – 1 – 0
Writes a plan of approach that contains a plan of the activities, an overview of the consequences for the organization and the relevant estimate of costs.		3 – 2 – 1 – 0
Obtains the greatest degree of consensus on the plan of approach with the customer and, if necessary, other involved parties, in such a way that there is support and involvement for the execution of the plan.		3 – 2 – 1 – 0
After the consultation, amends the plan of approach if necessary.		3 – 2 – 1 – 0
Asks for the customer's agreement to the plan of approach.		3 – 2 – 1 – 0
Remarks:		

Work process 1.3 Drawing up a plan of action

2.1	Clear, functional, complete and approved plan of approach (result)	Total score: 3 – 2 – 1 – 0
Indicators		Score
The activities to be carried out, the personnel to be deployed, the necessary time and resources, and the estimate of costs are reproduced completely, correctly and in manner that enables easy reference.		3 – 2 – 1 – 0
The plan of approach provides a good basis for the execution of the activities that are to follow.		3 – 2 – 1 – 0
The plan of approach matches up well to the assignment and the agreements made.		3 – 2 – 1 – 0
The plan of approach is approved.		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:		