

Qualification dossier	ICT management 2007 - 2008
Position	ICT Manager
Core task 2	Implementing (parts of) information systems
Work process 2.1	Drawing up an implementation plan

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 2.1 Drawing up an implementation plan

1.	Draws up an implementation plan in an adequate manner (process)	Total score: 3 – 2 – 1 – 0
Indicators		Score
Studies the consequences of the implementation by examining documentation relating to internal and external change processes.		3 – 2 – 1 – 0
Discusses the consequences of the implementation with parties involved.		3 – 2 – 1 – 0
Describes the technical and organizational implementation in an implementation plan, and estimates realistically the amount of time and resources and number of personnel needed.		3 – 2 – 1 – 0
In drawing up the implementation plan, takes into account future trends, future developments within the organization and the preparedness of the future users to accept change.		3 – 2 – 1 – 0
Explains to the parties involved the implementation plan, the plan of approach and the implications of the activities to be carried out in a comprehensible and correct manner, with the language and approach attuned to the audience.		3 – 2 – 1 – 0
Creates support for the manner of implementation with soundly based standpoints.		3 – 2 – 1 – 0
Remarks:		
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Work process 2.1 Drawing up an implementation plan

2.1	Clear, correct, complete and well supported implementation plan (result)	Total score: 3 – 2 – 1 – 0
Indicators		Score
The implementation plan and plan of approach form a good basis for the structured and, as regards content, correct execution of the implementation.		3 – 2 – 1 – 0
The technical and organizational implementation is described completely, accurately and in a comprehensible manner.		3 – 2 – 1 – 0
The consequences of the implementation are described clearly and fully.		3 – 2 – 1 – 0
The time, personnel and resources needed are estimated realistically.		3 – 2 – 1 – 0
The implementation plan has the support of the parties involved.		3 – 2 – 1 – 0
Remarks:		

2.2	Correctly and fully informed customer and other involved 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 communication is attuned to the audience.		3 – 2 – 1 – 0
Remarks:		