

Qualification dossier	ICT management 2007 - 2008
Position	ICT Manager
Core task 2	Implementing (parts of) information systems
Work process 2.2	Carrying out 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 2.2 Carrying out an implementation plan

1.	Executes an implementation plan in an adequate manner (process)	Total score: 3 – 2 – 1 – 0
Indicators		Score
Ensures that the implementation progresses according to plan.		3 – 2 – 1 – 0
Delegates tasks at the appropriate times, instructs colleagues fully and in a correct manner and checks whether the work is being carried out in the agreed manner.		3 – 2 – 1 – 0
Monitors progress so that the implementation is carried out according to the planning, discussing irregularities with the customer where necessary.		3 – 2 – 1 – 0
Works in an orderly and systematic manner so that quality and productivity are safeguarded during the implementation.		3 – 2 – 1 – 0
When subjected to pressure and tension, remains objective in assessing the circumstances, and remains focused on achieving the deadlines and objectives of the implementation plan.		3 – 2 – 1 – 0
Selects the right materials and resources, uses them effectively.		3 – 2 – 1 – 0
Executes the planned installation and configuration work correctly.		3 – 2 – 1 – 0
Tests the working of the data system thoroughly.		3 – 2 – 1 – 0
Draws up the system documentation correctly.		3 – 2 – 1 – 0
Reports the results to the customer.		3 – 2 – 1 – 0
Remarks:		
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Work process 2.2 Carrying out an implementation plan

2.1	Correct, fully working data system, that is implemented at the appropriate time and modified on the basis of the test results (result)	Total score: 3 – 2 – 1 – 0
Indicators		Score
The data system functions completely and correctly		3 – 2 – 1 – 0
The data system is implemented in accordance with the planning.		3 – 2 – 1 – 0
The data system is completely in accordance with the assignment and design.		3 – 2 – 1 – 0
The data system is modified correctly on the basis of the test results.		3 – 2 – 1 – 0
Remarks:		
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2.2	Correct and complete system documentation and implementation report (result)	Total score: 3 – 2 – 1 – 0
Indicators		Score
The system documentation is correct and complete.		3 – 2 – 1 – 0
The modifications made to the data system on the basis of the test results are documented completely, correctly and promptly.		3 – 2 – 1 – 0
The report on the implementation is correct and complete.		3 – 2 – 1 – 0
Remarks:		
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2.3	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:		