

Qualification dossier	ICT management 2007 - 2008
Position	ICT Manager
Core task 2	Implementing (parts of) information systems
Work process 2.4	Evaluating an implementation

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 2.4 Evaluating an implementation

1.	Evaluates an implementation in an adequate manner (process)	Total score: 3 – 2 – 1 – 0
Indicators		Score
Asks both users and project team members for their opinion about the implementation process and the functioning of the data system.		3 – 2 – 1 – 0
Draws the right conclusions from the evaluation and the results of the implementation, and draws up a concluding report.		3 – 2 – 1 – 0
Discusses concluding report with the customer and comes to agreement about follow-up activities if necessary.		3 – 2 – 1 – 0
Asks for feedback resulting from the implementation process and evaluates his own work.		3 – 2 – 1 – 0
Remarks:		

Work process 2.4 Evaluating an implementation

2.1	Correctly and fully rounded off implementation process (result)	Total score: 3 – 2 – 1 – 0
Indicators		Score
The data system is fully and correctly implemented in accordance with the implementation plan.		3 – 2 – 1 – 0
The customer and users are fully and correctly informed.		3 – 2 – 1 – 0
Any problems or follow-up activities are known about and discussed.		3 – 2 – 1 – 0
Remarks:		

2.2	Clear, correct and complete concluding report (result)	Total score: 3 – 2 – 1 – 0
Indicators		Score
The course of the implementation process is clearly, correctly and fully described in the concluding report.		3 – 2 – 1 – 0
The functioning of the data system is clearly, correctly and fully described in the concluding report.		3 – 2 – 1 – 0
If necessary, indicated in the concluding report are any follow-up activities that are needed.		3 – 2 – 1 – 0
Remarks:		