Level 3 IT consulting skills (7540-390/7630-335)

Assignment guide for Candidates

Assignment A

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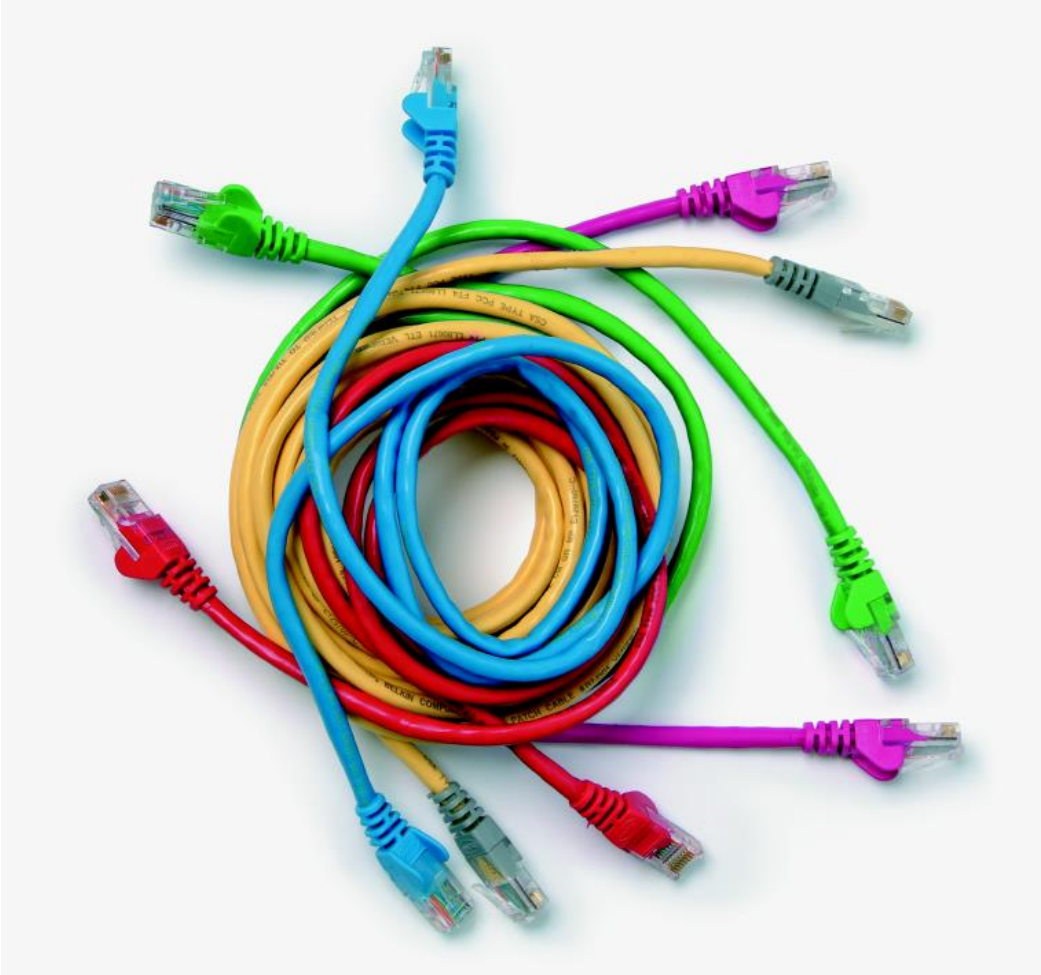

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Level 3 IT consulting skills (7540-390/7630-335)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 3 IT consulting skills (7540-390/7630-335)

Health and safety
You are asked to consider the importance of safe working practices at all times.

You are responsible for maintaining the safety of others as well as your own. Anyone behaving in an unsafe fashion will be stopped and a suitable warning given. You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements. This may seem rather strict but, apart from the potentially unpleasant consequences, you must acquire the habits required for the workplace.

Time allowance
The recommended time allowance for this assignment is 2 hours and all three tasks must be completed.

Level 3 IT consulting skills (7540-390/7630-335)
Candidate Instructions

Time allowance: 2 hours

Assignment set up:

This assignment is made up of **three** tasks

- Task A – Structure a client assignment and identify the key deliverables and acceptance criteria
- Task B – Plan and control the work involved in successfully meeting the objectives
- Task C – Manage the client

Scenario

Pushem Thru is a large Training Provider which offers a wide range of qualifications across the North of England. Its Centre administration is operated centrally at its main office based in Hull. Pushem Thru also has regional offices in Leeds, Manchester and Middlesborough and has a total team of 40 assessors and internal verifiers who work out of their respective regional office. They are supported by administrators at each office.

Last year, Pushem Thru registered and certificated nearly 2,500 learners on a range of qualifications. All programmes are paper-portfolio-based and evidence is collected by observing learner activities, confirming learner knowledge and understanding, obtaining supporting documentation and witness testimonies then cross-referencing these to the evidence requirements within the standards.

You have been asked by Pushem Thru to help them introduce electronic portfolios to replace the paper-based portfolios and they have given you a 6 month deadline for completion.

Read all of the instructions carefully and complete all the tasks in the order given.

Task A – Structure a client assignment and identify the key deliverables and acceptance criteria

1 Create a document based upon the phases of the consulting cycle which could be used to record the client requirements for the introduction of electronic portfolios. The document should have section headings that demonstrate that all key phases of the consulting cycle have been considered.

2 Using the scenario, fill in the document you have created in Task 1 listing the

- **eight** management deliverables at each phase of the cycle
- **three** essential roles that need to be in place.

3 Using the scenario, complete the statement of work document by providing examples against each heading. You should contribute from your own experience where the information is not evident.

4 Produce a brief report which includes

- the business case for the introduction of electronic portfolios
- a process flow diagram containing **two** data flows and **three** processes
- the identification of **three** key stakeholders
- **two** different benefits for **each** identified key stakeholder.

Task B – Plan and control the work involved in successfully meeting the objectives

1 Prepare a product breakdown structure that shows

- **three** technical products
- **two** management products
- **one** quality product.

2 Produce a schedule of work for the consulting assignment incorporating a GANTT chart or similar technique, which identifies **eight** tasks and **three** dependencies.

Task C – Manage the client

1 Produce either a brief report or a 5 minute presentation which includes

- the schedule of work
- a progress statement
- **two** success criteria
- limits of authority
- a summary of the assignment.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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