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|  | **My School**  Cambridge TEC (Certificate/Diploma) in IT  **Unit 13 – Creating Websites** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 13 - Assignment Checklist - DD-MM-20YY

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| **TASKS & LEVEL** | **ACTIVITIES** | **Student**  **Staff** |
| **LO1 - Know how websites are used by organisations** | | |
| **P1.1 – Task 01** | Using an example, identify the purpose, provision, advantages and benefits, and company support **marketing** websites give to a business. |  |
| **P1.2 – Task 02** | Using an example, identify the purpose, provision, advantages and benefits, and company support that **sales** websites give to a business. |  |
| **P1.3 – Task 03** | Using an example, identify the purpose, provision, advantages and benefits, and company support that **information** websites give to a business. |  |
| **P1.4 – Task 04** | Using an example, identify the purpose, provision, advantages and benefits, and company support that **e-commerce** websites give to a business. |  |
| **P1.5 – Task 05** | Using an example, identify the purpose, provision, advantages and benefits, and company support of **Support Services** websites give to a business. |  |
| **P1.6 – Task 06** | Using an example, identify the purpose, provision, advantages and benefits, and company support of a **financial** websites give to a business. |  |
| **P1.7 – Task 07** | Using an example, identify the purpose, provision, advantages and benefits, and company support that an **intranet** gives to a business or a school. |  |
| **P1.8 – Task 08** | Using an example, identify the purpose, provision, advantages and benefits, and company support that a **collaboration** site gives to a business to users. |  |
| **LO2 - Be able to review existing websites in relation to business needs** | | |
| **P2.1 – Task 01** | Using the Progress Academy home page, describe, with examples, the company needs and how the site meets or does not meet the purpose and audience of the school. |  |
| **P2.1 – Task 02** | Using the Progress Academy home page, describe, with examples, the company needs and how the site meets or does not meet the **purpose** and **audience** of the school. |  |
| **P2.1 – Task 03** | Using the Progress Academy home page, describe, with examples, the company needs and how the site meets or does not meet the **User Needs** and **Security Features** of the school. |  |
| **P2.1 – Task 04** | Using the Progress Academy home page, describe, with examples, the company needs and how the site meets or does not meet the **Multimedia, Interactivity** and **Accessibility needs** of the school. |  |
| **M1.1 – Task 05** | In terms of Content, Design, Structure and Functions, specify improvements or enhancements to the website. |  |
| **P3.1 – Task 06** | Create a **Site Map** for your website design. For each page you need to describe its purpose and what it will contain to meet that purpose and how these improvements will enhance the website. |  |
| **P3.2 – Task 07** | Design, Illustrate and explain choice of navigation bars for your website in line with the client’s needs. |  |
| **P3.3 – Task 08** | Illustrate and explain the house style for your website in line with your client’s specifications. |  |
| **P3.4 – Task 09** | Design a page plan based on your House style indicating the major content and functionality of your website in line with the client’s specifications. |  |
| **P3.5 – Task 10** | Explain the additional content on your webpage and how they meet the clients specifications. |  |
| **P3.6 – Task 11** | In a report, describe how improvements on the website will include the following features and the benefit of these. |  |
| **LO3 - Be able to create or modify components of websites to meet business needs** | | |
| **P4.1 – Task 01** | Create a modified page based on LO2 that suits the needs of your target audience. |  |
| **M2.1 – Task 02** | Create a questionnaire to obtain feedback from audience. |  |
| **M2.2 – Task 03** | Plan and present the solution to your client (Teacher) using speaker notes. |  |
| **M2.3 – Task 04** | Create a questionnaire to obtain feedback from audience |  |
| **D1.1 – Task 05** | Create a report that recommends changes to website components. |  |
| **D1.2 – Task 06** | In a presentation with speaker notes, compare your website components against business needs. |  |
| **D1.3 – Task 07** | Create a design review questionnaire that helps identify criteria for feedback from the target audience. |  |
| **LO4 - Be able to update websites to meet business needs** | | |
| **P5.1 – Task 01** | Update a website for a business with developed or modified components. |  |
| **P5.2 – Task 02** | Demonstrate uploading, maintaining and storing the website for client review. |  |
| **M3.1 - Task 03** | Create a test table to test the Functionality, Verification and Usability of the website. |  |
| **M3.2 - Task 04** | Identify website issues through testing, and create a test table to retest the Functionality, Verification and Usability of the website. |  |
| **P6.1 – Task 05** | Present their updated website to stakeholders including speaker notes and evidence of improvements and repairs. |  |
| **D2.1 – Task 06** | Evaluate the website you have updated against the business needs and purpose identified in LO2. |  |