|  |  |  |
| --- | --- | --- |
| Logo Here | **My School**  Cambridge TEC (Certificate/Diploma) in IT  **Unit 07 - Data Analysis and Design** | Student Name:­­­­ **Grade Awarded by:**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 07 - Assignment Checklist - DD-MM-YYYY

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TASKS & LEVEL** | **ACTIVITIES** | | | | **STUDENT** | **STAFF** |
| **7.1 - Understand the Purpose and Stages of Data Analysis and Design** | | | | | | |
| **P1.1 – Task 01** | Describe in a report what Data Types are, and how Quantitative and Qualitative data differs. | | | |  |  |
| **M1.1 – Task 02** | Using the Project Scenario, describe in a report, using examples, the benefits and disadvantages of Qualitative and Quantitative data. | | | |  |  |
| **P1.1 – Task 03** | Describe in a report using examples what structured and unstructured data is. | | | |  |  |
| **M1.2 – Task 04** | Using the Project Scenario, describe in a report using examples the benefits and disadvantages of Qualitative and Quantitative data. | | | |  |  |
| **P2.1 – Task 05** | Summarise, using examples, the 7 stages of data analysis | | | |  |  |
| **Investigate information requirements** | **Data collection** | **Data organisation** | **Data storage** |
| **Data cleansing** | **Data manipulation** | **Presentation of findings** | |
| **M1.3 – Task 06** | Using the scenario, outline the 7 stages of data analysis that the company needs to take in order to make effective use of data gathering, processing and presentation of information. | | | |  |  |
| **Investigate information requirements** | **Data collection** | **Data organisation** | **Data storage** |
| **Data cleansing** | **Data manipulation** | **Presentation of findings** | |
| **P2.2 – Task 07** | Describe using examples, in terms of planning, how and why it is important for a business to accurately define their information requirements. | | | |  |  |
| **M1.4 – Task 08** | In the context of the scenario, describe how planning their data collection and usage effectively can benefit the company. | | | |  |  |
| **7.2 - Be able to Investigate Client Requirements for Data Analysis** | | | | | | |
| **P3.1 – Task 01** | In a report discuss the variance in information requirements that exist in industry in terms of Business Intelligence, Scientific and medical Research and Political research with examples. | | | |  |  |
| **P3.2 – Task 02** | Establish the data analysis and design requirements for a specified business requirement in terms of their information needs. | | | |  |  |
| **P3.2 – Task 03** | In a report describe the business need, the qualitative and quantitative data to be gathered and their potential sources. | | | |  |  |
| **P3.3 – Task 04** | In a report describe the business design requirements, the different users of the data and what they will expect to see when accessing the data. | | | |  |  |
| **P4.1 – Task 05** | Gather data for the specified business requirement using quantitative and qualitative techniques. | | | |  |  |
| **P4.1 – Task 06** | Create a report that outlines the data collection methods, responses and a description of the techniques used. | | | |  |  |
| **P4.2 – Task 07** | Provide evidence of confirmation of the choice of quantitative techniques used. | | | |  |  |
| **P4.3 – Task 08** | Provide evidence of confirmation of the choice of qualitative techniques used. | | | |  |  |
| **M2.1 – Task 09** | Provide evidence of the adaption of the data collection forms in P4. | | | |  |  |
| **M2.2 – Task 10** | Describe in a report with evidence the purpose of the alterations that had to be made to the planned data collection and describe why each of these changes might improve the data collection efficiency. | | | |  |  |
| **7.3 - Be able to Develop Data Design Solutions to meet Business Requirements** | | | | | | |
| **P5.1 – Task 01** | Create in a report explained evidence the 4 levels of the data model design for the specified business requirement. | | | |  |  |
| **P5.2 – Task 02** | Describe with examples in the same report the Phases of logical data modelling. | | | |  |  |
| **P5.3 – Task 03** | Create the outline scope of the data design model for the specified business requirement. | | | |  |  |
| **D1.1 – Task 04** | Construct the logical data model for the specified business requirement. | | | |  |  |
| **7.4 - Be able to Present Data Analysis and Design Solutions to Stakeholders** | | | | | | |
| **P6.1 – Task 01** | Prepare the data design documentation for a presentation to stakeholders. | | | |  |  |
| **P6.2 – Task 02** | Present the Data Design Documentation to the client. (can be presented singularly to your tutor as evidence of completion) | | | |  |  |
| **M3.1 – Task 03** | Prepare a [Witness Statement](Unit%2007%20-%20Witness%20Statement.doc) after presenting the information to your client (Head of Department / Teacher) | | | |  |  |
| **D2.1 – Task 04** | Produce an end of project report for the senior analyst that covers the project assessment criteria. | | | |  |  |