

## Milestones and Risks

### Milestones: From the Course booklet...

A plan of the stages you think are needed to solve this problem, showing how you will break them down into manageable steps, which include time and resource management.

Ensure that the ICT solutions you provide will meet the needs of the organiser and do the job intended.

### Milestones: From the Mark Scheme

Milestones (Maximum 9 marks)	Marks
<b>explains</b> the measurable milestones to be used in evaluation and uses these to clearly establish the manageable steps to achieve them, including time and resource management. Uses a form and style of writing entirely appropriate to purpose and content. Organises information clearly and coherently. Effective use of specialist vocabulary.	<b>7-9</b>
<b>describes</b> the milestones, which are mostly measurable, to be used in evaluation and uses these to indicate most manageable steps to achieve them, including time and resource management. Uses a form and style of writing mostly appropriate to purpose and content. Mostly organises information. Reasonably good use of specialist vocabulary	<b>4-6</b>
<b>states</b> some milestones, which could be partly used in evaluation and uses the milestones to indicate some steps to achieve them, including partial time or resource(s) needed. Uses a form and style of writing which is only partially appropriate to purpose or content. There is little evidence of organisation of information. Little use of specialist vocabulary but not always successful.	<b>1-3</b>
Inappropriate/no milestones presented and there are no steps listed	<b>0</b>

### Milestones: Partial Example (not perfect!) from the Tudor House Visit.

Overview: There are various tasks that need to be completed, most are before the trip take place and a few after. The order matters as some tasks cannot be done without others being completed before. The Milestone **must be measurable** so that you can judge whether they have been successfully completed or not. These might just be that you achieved it or may be more complex that will require formal testing.... You should estimate how long each task will take you.

Date	Task	Measure / Resources	Time
3 Months before the trip	Promotional material	The School website will contain a page about the trip. It will include images of the Tudor house and a brief description of the key educational reasons for the visit. <i>A Web Editor (Dreamweaver) will be used to create the page, space on the website, access to www.tudorhouse.co.uk.</i>	1 hour
11 Weeks before	Provisional booking – Tudor House	Contact the Tudor House to secure the date of the visit and to find out the various costs. The Tudor House will be asked for details of any Risk Assessments that have been carried out	15 Mins

		and whether they have any appropriate worksheets that they can attach for Mr Mercer to update. <i>An Email address and Email software to send the details of the request.</i>	
10 Weeks before	Provisional booking - Coaches	Contact two coach companies to establish availability and costs on the set date of the visit for between 80 & 105 people. <i>An Email address and Email software to send the details of the request.</i>	30 Mins
9 Weeks before	Predict Costs	Work out the cost per pupil of the trip. There must be an accurate calculation of the cost for the minimum and maximum number attending. <i>A Spreadsheet (Excel) and all the costs from earlier emails.</i>	1 hour
8 Weeks before	Letter to all year 8 Parents	Send a letter on headed paper to all year 8 parents, advising them of the cost and date of the trip. There will be a reply form which must include a location for them to sign to consent to the trip and to confirm any known medical problems and emergency contact details. There will be a section where they can specify which options they have selected for their son / daughter. The letters must go to the correct parental address and contain the pupil's name, form, contact details and known medical problems. The letter will use the correct gender (ie Boys will be he, whilst girls should be she). The reply form should be capable of being completed quickly, accurately and can be easily recorded once back at school. <i>An electronic list of Year 8 Parent details from the school database. Use of a Database (Access) to store this information and update later. A Word Processor (Word) to carry out a Mailmerge with the Data (from Access) to personalise each letter. A Window Envelope. The School address and Logo.</i>	90 minutes
6 Weeks before	Reply Slips	All Reply slips have been collected and checked. The details will be in a form ready to produce the lists. The total number of pupils and staff going can be established and as well as a decision on the coaches needed. <i>The Database (Access) will have a Form that is laid out in a similar way to the reply form. The reply forms will be manually sorted into tutor groups. The Database will call up the pupils in this order.</i>	2 hours
5 weeks before	Firm Booking	The Tudor House and Coach company need to be contacted to confirm the booking. <i>An Email address and Email software to send the</i>	30 Minutes

		<i>details of the request.</i>	
4 weeks before	Risk Assessment	The formal School Risk assessment form will be completed. This includes the need to produce various accurate lists. <i>A Word Processor (Word) to complete the existing form (template). The Database (Access) will have various queries written that can produce the lists (Reports) to be exported into the Word Document.</i>	1 Hour
3 weeks before	Confirmation to Home	A letter on Headed paper confirming all the costs and other updated details with an accurate total for payment will be sent to parents. This will include a reply slip with the total on and who the money should be passed to. <i>A Word Processor (Word) to carry out a Mailmerge with the Data (from Access) to personalise each letter - a query will be used to calculate the costs. A Window Envelope.</i>	1 Hour
2 weeks before	Late payment	A reminder will be sent to those who have not paid. A list will be sent to form tutors to remind the pupils. <i>A Word Processor (Word) to carry out a Mailmerge with the Data (from Access) to personalise each letter - a query will be used to calculate the costs and filter those who have not paid. A Window Envelope. A Report based on the query will be sorted into tutor group order (one tutor group per page) of those who have not paid.</i>	30 Minutes
2 Weeks before	Worksheet	Update the Worksheet and send to Photocopy. (number of copies = 1 per person – including staff and 5 spare). <i>A Word Processor (Word) to carry out any changes needed. Additional images maybe added from Google or <a href="http://www.tudorhouse.co.uk">www.tudorhouse.co.uk</a> or from pictures taken last year.</i>	1 Hour
Week before	Late payment 2	A list of those who have not paid will be produced and passed to Admin. Admin will phone or contact home. The list will include only those who have not paid and include the home / work telephone number and email address. <i>The Database (Access) will be used to extract that information by using a query. A Report based on the query will provide the details in the order required.</i>	30 Minutes
After the Trip	Review Funds	Check that all bills have been paid and calculate whether the trip made a profit or a loss. <i>Using a Spreadsheet (Excel) all the income and outgoings will be calculated.</i>	45 Minutes

*What mark would you award the above? How can it be improved?*

## Risks: From the Course booklet

The risks you think may occur while producing or using your solution. The thing, person or group of people that may be at risk.

Avoid taking any unnecessary risks when working with ICT and provide evidence of what you did to avoid risks. For example, to avoid the risk that your work will become corrupted, you must keep a backup copy of files so you always have a useable version.

## Risks: From the Mark Scheme

Risk (maximum 6 marks)	Marks
shows clear anticipation by <b>explaining</b> the risks and manages them if they occur. Effective use of specialist vocabulary.	5-6
shows anticipation by <b>describing</b> most risks and manages them if they occur. Reasonably good use of specialist vocabulary.	3-4
shows some anticipation by <b>stating</b> some risks and manages them if they occur. Little use of specialist vocabulary but not always successful.	1-2
there is no anticipation or management of risk in evidence	0

## Risks: Partial Example (not perfect!) from the Tudor House Visit.

Risk	Overview	Detail
Loss of Work:	<i>File names / structure, Backing up frequency and media.</i>	All filenames used will be obvious as to what they do. They will include a number which will indicate where they are in the sequence ("01 Letter Home" is the first letter to be sent home). All the files will be kept in a folder called "Year 8 Tudor House Trip". This file will be copied to create a backup at the end of everyday it is used. The backup will be prefixed with a date in YYMMDD format (ie "110924 Year 8 Tudor House Trip"). Every week all the files including backups will be copied onto a memory stick. Three memory sticks will be used on a Grandfather – Father – Son basis). At the end of the trip a backup onto a CD Rom will be made. If a file is corrupted then the most recent backup copy of that file should be copied back (restored) into the main folder. All forms returned by parents should be kept until after the trip
Accurate information:	Implies Testing of all Processes (calculations in spreadsheets / Information produced by the database), Validation checks on data entry (Spreadsheet and Database). The Spellchecking of Word Processed documents.	It is vital that all information produced is accurate. For example, if the costs are added up incorrectly then the price charged will be wrong and either overcharging will occur or the trip will make a loss. To ensure that accurate information is produced it is important to stop faulty information going in. The spreadsheet and database will need validation checks, this should stop errors from entering the system. The data processes and output produced will need to be tested, so that the information that comes out is

		checked as correct. Word Processed documents should be spell checked just before they are printed to remove errors and ensure the standard expected.
Training:	The need to make the users of the system aware of how to use it correctly.	There is a risk that Mr Mercer may not know how to use the various parts of the system and that this will cause problems or errors. It maybe that he has some admin support to help him and they too will need to be trained into what to do. The training needs to cover how to change the solution as it is used this year and in the future.
Confidentiality:	It is important information is only passed to those who need to know it!	All files that are kept should be kept secure from unauthorised people having access. Whilst on the main School network a password protection system applies. When transferred either to be worked on at home or as a backup the complete folder will need to be password protected. The password will also need to be kept secure in case it is forgotten. To do this it could be placed in an envelope in a fire proof safe.

*What mark would you award the above? How can it be improved?*