# 120381 Formative Assessments

**Formative assessment**

**change control system**

In groups, discuss the following:

The purpose of a change control procedure

The procedural flow of a change request

The information that should appear on a change control request form.

**Formative assessment SO1 AC1-5**

In groups, discuss the following:

how to record the status of change requests

how to track change requests

why change requests should be communicated with impacted stakeholders

How to close a change control request

Design a change control procedure for the HIV/AIDS Information project. the procedure must include:

a change control request form

a change control log

Discuss you change control procedure with the rest of the class.

**Formative Assessment SO1 AC3-4**

**Individual activity**

Develop a change request form and a change control log. Refer to a previous session where you had to develop charts for a presentation about HIV/AIDS to guide you. Also develop a distribution list for the members of your group.

**Formative assessment**

**Change requests**

In groups, discuss the following:

how to record the status of change requests

how to track change requests

why change requests should be communicated with impacted stakeholders

How to close a change control request

Design a change control procedure for the HIV/AIDS Information project. the procedure must include:

a change control request form

a change control log

Discuss you change control procedure with the rest of the class.

**Formative Assessment**

**Individual activity templates**

Why do you think that creating templates would benefit project administration?

How could templates help the people working on the project?

**Formative Assessment SO4 AC1-3**

Develop the following:

Directories of group members that include their names, contact details, positions, etc

Skills register that includes all the group team members and their various skills. Include all skills, such as sport, singing and other musical, needlework, gardening, etc.

Leave form

A form that gives details of the training that group members have undergone. Include your current learning activities.

Communication plans

**Formative assessment SO2 and 3 All criteria**

**Individual activity**

Do the following for the project you volunteered for by following the laid down procedures:

Record and report status of project change requests

Complete tracking, recording and reporting of status of change requests

Communicate with impacted stakeholders

Administer the project library

Undertake change of approved documents or items

Redistribute and communicate changed and approved documents or items to relevant stakeholders

Inform stakeholders of proposed and actual changes

Maintain project organisation (structure) information records

Attach documentation and proof