

061006T4ICT

ICT TECHNICIAN LEVEL 6

IT/OS/ICT/CR/8/6

Manage Information System

March/April 2025



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

PRACTICAL ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE:

1. You are required to perform the following tasks
 - i. *Create and populate an excel workbook*
 - ii. *Analyze the captured data*
 - iii. *Visualize the captured data*
 - iv. *Propose and communicate decisions based on the data*
2. You have been provided with the following resources for the practical tasks:
 - a) A working computer installed with a spreadsheet program.
 - b) Printing papers
 - c) Printer

Artpod Systems is a software company that specializes in developing Management Information Systems. The company is currently working on an accounting information system and different employees have been assigned different tasks on the project. Each task has a task name, set number of days it is expected to be completed, the person it is assigned to, the start date, the end date and the progress. An employee can have many tasks assigned to them. The company has contracted you to develop a simple excel based system to help analyze and communicate project data to help the management make informed decisions. The project data is shown on the image below:

Project Management Data

Project Name	Task Name	Assigned to	Start Date	Days Required	End Date	Progress
Marketing	Market Research	Alice	01-01-2024	13	14-01-2024	78%
Marketing	Content Creation	Bob	14-01-2024	14	28-01-2024	100%
Marketing	Social Media Planning	Charlie	28-01-2024	22	19-02-2024	45%
Marketing	Campaign Analysis	Daisy	18-02-2024	25	14-03-2024	0%
Product Dev	Prototype Development	Ethan	02-01-2024	18	20-01-2024	100%
Product Dev	Quality Assurance	Fiona	20-01-2024	10	30-01-2024	78%
Product Dev	User Interface Design	Gabriel	04-02-2024	25	29-02-2024	0%
Customer Svc	Service Improvement	Hannah	01-02-2024	22	23-02-2024	100%
Customer Svc	Ticket Resolution	Ian	24-02-2024	25	20-03-2024	100%
Customer Svc	Customer Feedback	Julia	21-03-2024	30	20-04-2024	0%
Financial	Budget Analysis	Kevin	02-02-2024	22	24-02-2024	10%
Financial	Financial Reporting	Mark	13-02-2024	21	09-02-2024	78%
Financial	Investment Planning	Mark	19-03-2024	25	13-04-2024	100%
Research	Market Trends Analysis	Nathan	02-01-2024	23	25-01-2024	50%
Logistics	Transportation Planning	Patricia	29-01-2024	30	28-02-2024	100%
Logistics	Inventory Optimization	Quentin	29-03-2024	20	18-04-2024	0%
Engineering	Product Design	Rachel	02-01-2024	25	27-01-2024	20%
Engineering	System Integration	Sam	02-02-2024	22	24-02-2024	0%
Engineering	Prototype Testing	Tom	23-02-2024	27	21-03-2024	0%

TASK 1: Create and populate an excel workbook

- a) Create a folder **CDACC EXAM** on the desktop.
- b) Create a spreadsheet in MS Excel and populate it with the above data.
- c) Save the spreadsheet in the CDACC EXAM folder.

TASK 2: Analyze the captured data

- a) Develop an excel formula to display a total of all tasks that are complete.
- b) Develop an excel formula to determine a total of all delayed tasks. A delayed task is a task that has exceeded its days required.
- c) Develop an excel formula to determine the project with highest task completion rate.

TASK 3: Visualize the captured data

- a) Create bar charts to display the percentage completion of tasks in each project.
- b) Create an appropriate chart to display the task completion rate for the tasks in the marketing project.

TASK 4: Propose and communicate decisions based on the data

- a) Based on the analysis, prepare a 2-page MS word document proposing THREE (3) changes that could be made to improve task completion rates. The proposal should be addressed to THE MANAGEMENT and should bear YOUR NAME.
 - i. Name the document “PROPOSAL TO IMPROVE TASK COMPLETION”
 - ii. Save the proposal in the CDACC EXAM folder.
- b) Print the proposal