BSBXBD406

ASSESSOR GUIDE

Present big data insights

Assessment 5 of 5

Presentation

Version 1

Assessment Instructions

Task overview

This assessment task is divided into four (4) parts having four (4) demonstration activities. Read each question carefully before documenting the demonstration task evidence in the spaces provided.

To complete this assessment, you will need the following:

Telecommunications equipment and technology

- A computer installed with the Windows operating system.
- Microsoft Power BI Desktop App - Download and install the free 'Power BI Desktop' app from Microsoft Store: [Downloads | Microsoft Power BI](https://powerbi.microsoft.com/en-au/downloads/) (Long URL: https://powerbi.microsoft.com/en-au/downloads/)
- Microsoft PowerPoint – to prepare presentation slides
- Communication platform that helps to organise, present and capture/record virtual meetings with participants (e.g. Zoom, Skype, Microsoft Teams etc.).

Additional resources and supporting documents

- AUS Retail_Stakeholder communication policy (.pdf)
- AUS Retail_Presentation Slides_template (.potx)
- Refer to Project Assessment 4, *Part A: Project scenario*, as the same scenario applies to this assessment.

Work files from the previous Assessment 4 Project

As this project assessment is a continuation of the work tasks from the Assessment 4 Project, you will need to have access to the following files you have worked on previously.

- Presentation #1_POCs_Yourname_ddmmyyyy.pbix
- Presentation #2_POCs_Yourname_ddmmyyyy.pbix

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.

Part A: Scenario and role play instructions

A1. Scenario

You have received the following email from your supervisor Mia Gonzales, briefing you about the next task.

From: Gonzales, Mia
To: Student Lastname, Student Firstname
Attachments: *AUS Retail_ Stakeholder communication policy.pdf*
Subject: **Regarding the presentation of big data insights to stakeholders**

Hi <student name>,

You've done a great job, creating the required interactive dashboards and reports as requested by our stakeholders.

The stakeholders have informed me that they are available anytime next week (i.e. Mon-Fri, 9AM – 5PM) for a meeting to finalise the dashboards. They are looking forward to your presentation of the insights.

Therefore, please organise a meeting with each of the stakeholders so that the insights from the datasets can be presented to them.

I have briefly outlined the details of each presentation and the relevant project sponsor (key stakeholder) below for your reference.

- **Presentation #1**

The first presentation of big data insights is for AUS Retail's CFO, Karen Jones (Karen.Jones@ausretail.com.au) to provide insights into key sales figures from all AUS Retail's store locations according to the specified business requirements and dashboard design expectations.

- **Presentation #2**

The second presentation of big data insights is for AUS Retail's Head of Operations, Daniel Brown (Daniel.Brown@ausretail.com.au) to provide insights into vendor product quality, associated product defects and their impacts according to the specified business requirements and dashboard design expectations.

The following sections in the *AUS Retail_ Stakeholder communication policy.pdf* document will provide you with the necessary information and guidelines on preparing for the presentation using formats that meet the business needs and obtaining feedback from the stakeholders after the presentation.

- 5. Communication protocols
- 5.3 Presentations
- 6. Guidelines for presenting insights
- 7. Procedure for obtaining feedback from stakeholders

All the best and kind regards,

Mia Gonzales
Chief Data Officer (CDO)
Mia.Gonzales@ausretail.com.au

AUS Retail

Before printing this email please consider the environment.
This message may contain privileged information or confidential information or both and is intended for the recipient named. If you are not the intended addressee, please delete it and notify the sender.

A2. Role play instructions

The role plays consist of two (2) presentations for relevant stakeholders as outlined by your supervisor's email.

Each role-play/meeting must:

- include at least two (2) participants
    - yourself as the analyst, who will present the big data insights
    - another person playing the role of the required stakeholder
- not exceed **15-20 minutes in duration**
- address all elements of the *Observation Checklists* (for Presentation #1 and Presentation #2) in Part C.

The general instructions for conducting each presentation (role play/meeting) are as follows.

The participants required for the role play may be resourced using one (1) of the following options:

1. Peers you are already working with, in the industry your qualification relates to.
2. Fellow students who will play the role of the relevant stakeholder. Please contact your fellow student/s via the Discussion Forum and coordinate the two (2) role-plays with them directly.

If you are unable to find a participant/s to play the roles of the stakeholders (Karen Jones and Daniel Brown), for both presentations, contact your Assessor via the Discussion Forum who will discuss options for organising other students to complete this task.

Option 1: Peer participants

- Should you complete these presentations with your peers, you must fully brief each participant, providing them with the context of the presentations outlined in the scenario, the role outlines they will play and a copy of the observation checklist so they can prepare for the recording.
- The peers will need to state their name and job title at the start of the recording to inform consent.

Option 2: Fellow student/s participant

- Fellow student/s participating in the recording must be provided with context to their role and responsibilities in the presentations and have reviewed the assessment task and observation checklist so that they can prepare for the recording.
- The students will need to state their name and that they are a student (as their job title) at the start of the recording to inform consent.

Recording instructions

Your role play must be recorded with all participant/s captured in a virtual room using a system such as Zoom, Skype or Teams.

Consent to participate in the recording must be captured for all participant/s at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, with all participants replying with their name and job title to inform consent.

"This session/presentation is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participant/s in this session indicate their consent to be included in this recording by stating their name and job title."

The time taken to capture consent at the start of the recording does not count towards the recording time limit.

A3. Files for submission

As preparation for this assessment, create a new folder in your local computer with your name details called 'BSBXBD406_05_Firstname_Lastname'. For example, a folder created by John Smith should have the name *BSBXBD406_05_John_Smith*.

As part of your assessment submission, you must include the following documents within the 'BSBXBD406_05_Firstname_Lastname' folder.

a. Save the two (2) presentation documents (e.g. PowerPoint slides) using the following naming conventions.
   - ***BSBXBD406_05_Presentation#1_Slides_yournameinitials_ddmmyyyy***
   - ***BSBXBD406_05_Presentation#2_Slides_yournameinitials_ddmmyyyy***

b. Save the two (2) recordings of the presentations using the following naming conventions.
   - ***BSBXBD406_05_Presentation#1_Recording_yournameinitials_ddmmyyyy***
   - ***BSBXBD406_05_Presentation#2_Recording_yournameinitials_ddmmyyyy***

Before submitting the 'BSBXBD406_05_Firstname_Lastname' containing the recordings, convert this folder to a zipped file. See details under 'Submission Instructions' > 'Zipped File Submissions' of this assessment.

Part B: Plan and organise for presenting big data insights

In this task, you will plan and organise the resources required for presenting big data insights in a format that meets business needs.

Note: All the files you create as part of the tasks in this section should be saved inside the 'BSBXBD406_05_Firstname_Lastname' folder. Refer to section *A3. Files for submission* of this assessment.

B1. Plan and organise for 'Presentation #1'

In this task, you will plan and organise the resources required for 'Presentation #1'.

Task:

Plan and organise resources for presenting big data insights.

To do this, you must:

a. refer to *AUS Retail_Stakeholder communication policy.pdf* > section *'5.3. Presentations'* to understand organisational requirements and document formats and templates to be used
b. create 5-8 PowerPoint slides and include relevant information for 'Presentation #1' in a clear and logical manner
c. using the PowerPoint slides, sequence presentation stages efficiently and logically.

Evidence of performing the task:

Your assessment submission 'BSBXBD406_05_Firstname_Lastname' folder must include the PowerPoint file: *BSBXBD406_05_Presentation#1_Slides_yournameinitials_ddmmyyyy*

B2. Plan and organise for 'Presentation #2'

In this task, you will plan and organise the resources required for 'Presentation #1'.

Task:

Plan and organise resources for presenting big data insights.

To do this, you must:

a. refer to *AUS Retail_Stakeholder communication policy.pdf* > section *'5.3. Presentations'* to understand organisational requirements and document formats and templates to be used
b. create 5-8 PowerPoint slides and include relevant information for 'Presentation #2' in a clear and logical manner
c. using the PowerPoint slides, sequence presentation stages efficiently and logically.

Evidence of performing the task:

Your assessment submission 'BSBXBD406_05_Firstname_Lastname' folder must include the PowerPoint file: *BSBXBD406_05_Presentation#2_Slides_yournameinitials_ddmmyyyy*

Assessor instructions for Tasks B1 and B2: The PowerPoint slides submitted by the student should indicate that,

- the organisation's recommended PowerPoint template is used to prepare the slides
- the contents of the slides are written using clear language and the sentences are logically organised
- the stages of the presentation are planned efficiently and logically sequenced using the slides [e.g. Slide 1 -introduction, Slides 2-5 body: dashboard demos, Slide 6-conclusion, Slide 7-forum/questions/feedback]

Part C: Present big data insights

To complete this part of the assessment, you are required to

- use the presentation resources (PowerPoint slides) you have created in Part B
- use the interactive dashboards and reports from your previous assessment ***BSBXBD406_04_Project***
- use appropriate technology platforms (Microsoft Power BI Desktop, Microsoft PowerPoint slides and other presentation platforms Microsoft Teams/Zoom/Skype) to present big data
- follow the roleplay instructions provided in section *A2. Role play instructions* of this assessment.

C1. Deliver presentation #1

To complete this part of the assessment, you are required to present the insights obtained from the transactional dataset 'Transactions', using the interactive dashboards and drill-through report from your previous assessment ***BSBXBD406_04_Project***.

Responsibilities of role-play participants:

Consider the following expectations of each role:

- **Trainee Data Analyst (Your role):** follows organisational policy and procedures when presenting data insights and obtaining stakeholder feedback.
- **Karen Jones (Stakeholder 1):** Listens to, observes and engages in conversation during the presentation. Provides feedback on the big data presentation.

Task:

a. Present big data insights to the relevant stakeholder using presentation format/s and models that serve best to visualise the insights. This must include:
   i. PowerPoint slides with the planned logical structure and sequence of the presentation
   ii. Power BI interactive dashboard and other models (drill-through and tooltip report pages).

b. Demonstrate that you have integrated the previously obtained feedback (received via email, in Assessment 4), into the latest version of the interactive dashboard, drill-through and tooltip report pages.

c. Seek feedback from the relevant stakeholder on presented big data by demonstrating the ability to:
   i. ask open and closed probing questions to reaffirm the objective/purpose of the dashboard/report and confirm business requirements
   ii. actively listen when consulting the stakeholder
   iii. follow organisational policies and procedures. Refer to *AUS Retail_Stakeholder communication policy.pdf* > section '*7. Procedure for obtaining feedback from stakeholders*'.

Note: Use the checklist given in Part C of this assessment as a guideline to ensure that you demonstrate all required items in each of the video recordings.

Evidence of performing the task:

Your assessment submission 'BSBXBD406_05_Firstname_Lastname' folder must include the presentation recording file: *BSBXBD406_05_Presentation#1_Recording_yournameinitials_ddmmyyyy.*

Include a copy/photo of the notes you've taken when obtaining feedback from the stakeholders during/after the presentation in the space below.

C2. Deliver presentation #2

To complete this part of the assessment, you are required to present the insights obtained from the non-transactional dataset 'Product Defects', using the interactive dashboards and analysis report from your previous assessment ***BSBXBD406_04_Project***.

Responsibilities of role-play participants:

Consider the following expectations of each role:

- **Trainee Data Analyst (Your role):** follows organisational policy and procedures when presenting data insights and obtaining stakeholder feedback.
- **Daniel Brown (Stakeholder 2):** Listens to, observes and engages in conversation during the presentation. Provides feedback on the big data presentation.

Task:

a. Present big data insights to the relevant stakeholder using presentation format/s and models that serve best to visualise the insights. This must include:
   iii. PowerPoint slides with the planned logical structure and sequence of the presentation
   iv. Power BI interactive dashboard and other models (drill-through and tooltip report pages).

b. Demonstrate that you have integrated the previously obtained feedback (received via email, in Assessment 4), into the latest version of the interactive dashboard and analysis report page.

c. Seek feedback from the relevant stakeholder on presented big data by demonstrating the ability to:
   i. ask open and closed probing questions to reaffirm the objective/purpose of the dashboard/report and confirm business requirements
   ii. actively listen when consulting the stakeholder
   iii. follow organisational policies and procedures. Refer to *AUS Retail_Stakeholder communication policy.pdf* > section '*7. Procedure for obtaining feedback from stakeholders*'.

Note: Use the checklist given in Part C of this assessment as a guideline to ensure that you demonstrate all required items in each of the video recordings.

Evidence of performing the task:

Your assessment submission 'BSBXBD406_05_Firstname_Lastname' folder must include the presentation recording file: *BSBXBD406_05_Presentation#2_Recording_yournameinitials_ddmmyyyy.*

Part D: Observation Checklist

The following observation checklist will be used by your Assessor when marking the (2) roleplay demonstration video recordings you have submitted.

You may use this checklist as a guideline to ensure that you demonstrate all required items in each of the video recordings.

Assessor instructions: Tick off ☒ the list of sub-tasks (where applicable) as the students complete them. Once each item in the checklist is completed (as demonstrated in the video recordings), indicate S/NS under *Presentation #1* and *Presentation #2* video recordings. Additional comments are to be recorded in the 'Comments' row at the bottom of the checklist. Assessor instructions are provided within each observation item (where required) in 'red'.

Table 1 – Observation Checklist

OBSERVATION CHECKLIST *[To be completed by the Assessor while watching the video recordings submitted by the student, as they deliver the big data presentations]*		Assessors are to indicate the result as Satisfactory (S) or Not yet Satisfactory (NS)	
		Presentation #1 video recording	Presentation #2 video recording
1.	Efficiently presented big data insights to required stakeholders using logically sequenced presentation stages. The structure of the presentation is likely to include slight variations from the guidelines provided. However, an acceptable demonstration must include 4 stages as follows in the correct order: ○ Step 1: Begins the presentation with a greeting and introductions. Briefly outlines the purpose/objective of the presentation. ○ Step 2: Demonstrates the interactive dashboard, tooltip pages, drill-through/analysis reports. ○ Step 3: Provides a summary/conclusion of the presented insights ○ Step 4: Allows time for a Q&A/forum session.	☐ S ☐ NS	☐ S ☐ NS
2.	Integrated feedback into big data presentation Explains and demonstrates the changes made to the interactive dashboards and report pages from the previous feedback received from the stakeholders (as part of Assessment 4).	☐ S ☐ NS	☐ S ☐ NS
3.	Obtained feedback from the relevant stakeholders. ☐ Asked open and closed probing questions • asks for clarification on information relevant to the presented data insights using: ○ open questions (e.g. What are your comments on the interactive dashboard?) ○ closed questions (e.g. Does the interactive dashboard meet your requirements?) • responds with relevant information	☐ S ☐ NS	☐ S ☐ NS
4.	Actively listened to the relevant stakeholders when consulting for their opinion and comments • Eye contact • Note-taking • Non-verbal responses - uses appropriate facial expressions such as nodding and smiling to show they are listening • Verbal clarification (sounds) • Focuses on the words spoken by the other person • Refrains from interrupting the person speaking	☐ S ☐ NS	☐ S ☐ NS

OBSERVATION CHECKLIST *[To be completed by the Assessor while watching the video recordings submitted by the student, as they deliver the big data presentations]*		Assessors are to indicate the result as Satisfactory (S) or Not yet Satisfactory (NS)	
		Presentation #1 video recording	Presentation #2 video recording
5.	Used appropriate technology platforms and formats to present big data. ☐ Power BI Desktop – to present interactive dashboards and other models (drill-through report and tooltip pages) • uses interactive dashboards and reports in Power BI format and AUS Retail's dashboard/report templates. ☐ Microsoft PowerPoint – to present slides • uses AUS Retail's presentation template ☐ Microsoft Teams/Zoom/Skype – to conduct the meeting	☐ S ☐ NS	☐ S ☐ NS

COMMENTS [Assessor to add comments related to the achievement of the observation requirements above]

Assessment checklist:

Students must have completed all activities within this assessment before submitting. This includes:

Part B: Plan and organise for presenting big data insights		
B1	Submitted the PowerPoint file for 'Presentation #1': *BSBXBD406_05_Presentation#1_Slides_yournameinitials_ddmmyyyy*	☐
B2	Submitted the PowerPoint file for 'Presentation #2': *BSBXBD406_05_Presentation#2_Slides_yournameinitials_ddmmyyyy*	☐
Part C: Present big data insights		
C1	Submitted the **video** recording of the conducting 'Presentation #1': *BSBXBD406_05_Presentation#1_Recording_yournameinitials_ddmmyyyy*	☐
C2	Submitted the **video** recording of the conducting 'Presentation #2': *BSBXBD406_05_Presentation#2_Recording_yournameinitials_ddmmyyyy*	☐

Congratulations you have reached the end of Assessment [5]!