JAMES RUSE AGRICULTURAL HIGH SCHOOL: TAS FACULTY

PRELIMINARY IPT | solo project

Date due: **Wednesday 26 March, 2008 (Week 9)** | Project weighting: **20%**

This assessment will test your level of competence in the following outcomes:

P2.1 Identifies the information processes within an information system
P5.1 Selects and ethically uses computer based and non-computer based resources and tools to process information
P6.2 Generates ideas considers alternatives and develops solutions for a defined need
P7.1 Recognises and applies management and communication techniques to project work

Project scenario:

You have just established your own events management business and Mr. Woo has approached you for your ideas and services. He wants to plan a large party to celebrate the arrival of his firstborn child.

Your tasks are to produce a report outlining your recommended function venue and a sample design of the party invitation. You will also need to present your research findings to your client and persuade him that your recommendation is the best option in the market.

You will need to investigate **three** different venues and gather as much information as you can. Make sure you have data such as the name and address of the venue, cost of hiring the venue, cost per head, the initial deposit required, and details of potential menus and drinks. You then need to **justify** you choice of venue by comparing all your findings.

Your client, Mr. Woo, has given you the requirements that he wants for the function and it is essential that your company satisfy *all* your client's needs.

The requirements are:

1) The budget is $18,000 and you have 6 weeks to complete this project
2) Total number of guests is 180, and 20 of them are vegetarians.
3) The venue must have facilities to cater for mothers with nursing children
4) There should be at least one type of live performance at the reception (a DJ is not counted)
5) It is to be held at night (6pm)

You need to include the following information in the design of the wedding invitation:

- The date and time is 6pm, 21 August, 2008
- The address of the venue

You should use appropriate application software to create the party invitation. Make it as attractive as possible.

Project components:

You must submit a **report** that includes the following parts:

1) A **title page**
2) Table of **contents**
3) A **requirement report** in which you identify and discuss

    1. The problem / need
    2. The purpose of the project
    3. The project objectives
    4. Any boundaries/ constraints for the project
    5. Methods of investigations and your findings
    6. Possible solutions
    7. Recommendation of a solution

4) A **feasibility study** of the above solution in which you identify and discuss

    - Economic feasibility – compare costs to expected benefits
    - Technical feasibility- the information technology requirements for the project
    - Schedule feasibility- is sufficient time available to develop the project

5) Development of a **Gantt chart** that shows the estimated time for each task, the start and end dates and a sequence for the tasks in the most efficient order. See text book p259

6) State the 7 **information processes and tasks** that you carried out in each of these processes

Apart from the written report, you must also produce a **Log Book**. This is a record of what you have done each day/lesson, problems encountered, help and solutions received for any problem encountered, and so on. Note: You are to work on this project on an INDIVIDUAL basis. Help may be requested from others, but you must record:

a. What the problem was
b. Who helped you
c. What the solution was

Your final task is to present your findings and persuade your client about your choice of the venue in a **3-minute presentation**.

All written components of the project are to be submitted on Wednesday, 26 March (Week 9). The presentations will be delivered on Wednesday, 26 March and Friday, 28 March (Week 9).

This project is worth **20%** of your preliminary mark.

Marking Criteria

Assessment Task Content	Possible Mark	Mark
Sample party invitation	3	
Report 1. A title page 2. Table of Contents 3. Requirement report 4. Feasibility study 5. Gantt chart 6. 7 information processes / relevant tasks	 1 1 10 4 2 3	
Logbook development You are required to present your logbook upon request during the development of your project	3	
Oral presentation (Maximum 3 minutes)	3	
Total Mark	30	

Teacher's comment:

Date:_____ Student's signature: _____