**Business Information Management II - Completing and Evaluating a Business Project – Part 3**

**Independent Practice Assignments**

**SWOT Analysis Assignment #1**

Create a SWOT analysis using the business project idea created in the last lesson. You may use a template at <http://businessballs.com/project.htm>or you may create a table in Microsoft Word. You must list at least 5 each of strengths, weaknesses, opportunities, and threats as they apply to your project. This assignment will be evaluated using the assigned rubric.

**Project Retrospective Form Assignment #2**

Students will complete the Project Retrospective form designed by HP included in this lesson. The teacher may either use this template or have students create their own form using the Developer Tab (if using Office 2007 or 2010). This assignment will be evaluated using the assigned rubric.

**Personal Retrospective Form Assignment #3**

Students will complete the Personal Retrospective form designed by HP included in this lesson. The teacher may either use this template or have students create their own form using the Developer Tab (if using Office 2007 or 2010). This assignment will be evaluated using the assigned rubric.

**Cost-Benefit Analysis Assignment #4**

Each student will complete his own Cost-Benefit Analysis of the project. The format of this analysis will be computer-generated documents that will be placed on a poster board or Post-It® Flipchart page to display in the classroom. The paper should be separated into the following 4 sections: the costs of the project, tangible and intangible, compared to the benefits of the project, also tangible and intangible. The project name and team member names should be in the middle of the paper (poster or flipchart) using a Publisher flyer or artistic Word document. The results will be evaluated using the assigned rubric.