**Business Information Management II**

**Planning and Implementing a Business Project – Part 2**

**Independent Practice Assignments**

**Flow Chart Assignment #1**

Using the project idea created in either this lesson or the previous one, the students will determine the tasks involved in their project and create a flow chart containing each one of the tasks. They may use shapes with the appropriate labels or a SmartArt graphic. Students may also use PowerPoint to create a flow chart. They can then connect the shapes using arrows or other connectors. If the teacher has a lab with Inspiration, Visio, or any other flow charting software, it may be used instead of Word or PowerPoint. Assignment will be evaluated using the related rubric.

**Gantt Chart Assignment #2**

After the project has been defined and tasks organized, time frames must be assigned to each task. A Gantt chart is a visual tool that shows tasks and how long each will take to implement and is basically a schedule of the project. This can be done easily in Excel (tutorials are on Microsoft.com) by having students input task names and the duration of each task into a spreadsheet and creating a horizontal bar graph. By changing the colors of the components of each bar, the time frames appear suspended and you can see visually how long each task will take. The Excel graph will be evaluated according to the assigned rubric.

**Project Interview Summary Assignment #3**

Students will interview someone in their school who has recently implemented a project (teacher, principal, or other project supervisor). They will ask questions to determine the tasks involved and the duration of the tasks. They will inquire about the issues that were involved in planning the entire project and how well the project‟s supervisor thought the planning was carried out, including any improvements the supervisor would have made. Then they will write a two-page summary of their findings using appropriate business report format (doublespacing, 1” margins, and heading styles).