

Achievement Standard 1.4

Information Management

Apply a decision-making model to produce a solution to a given brief

Credits: 4

Resource Notes and Practice tests

This

standard involves using information management in the application of a decision-making model to produce a print or electronic product that presents textual and/or non-textual information, from a given brief.

THIS UNIT CONTAINS

Project Notes

Criteria for assessment

Project One – Four documents outlined

- Step One – diary or log
- Step two – flowchart
- Step Three – investigate costing and equipment
- Step four – brainstorming
- Step five – produce documents

Peer/Self Evaluation forms

Project Two – PowerPoint Presentation

Guide to

- Planning
- Investigation
- Selection/Evaluation
- Design and production
- Final evaluation

Peer/Self evaluation forms

PROJECT NOTES

Teachers will prepare a series of project briefs, which detail the limits and requirements of a project. Also stipulated is the length of time in hours/periods available to carry out the work as required in the brief. This time limit is often referred to as the deadline or due date. It is essential that the student is aware that it is he/she who is responsible for the learning skills to complete the task required.

The teacher advises students of the outcomes at the very commencement of the project. A student must develop an inquiring mind by asking many questions to either him/herself or his teacher.

- What are my ideas?
- How can I change its design?
- What am I trying to achieve?
- Does my final project meet the requirements?
- If not, why not?
- Now, what is to be done?

These are but a few of the enormous possibilities open to a student who is prepared to give it a try. Look for the simple solutions first, then grow with that confidence.

The project folder, the written documentation of your assessment, has a variety of constraints placed upon it. A typical folder should contain all of the following aspects

SKETCHED IDEAS	The pupils' graphic thoughts on paper
CHOSEN IDEA	A selected idea given more thought
DEVELOPED IDEA	Clarification of idea with notes
WORKING DRAWING	Ideas in detail
BASIC COMPUTER DESIGN	Further doubts, a need to clarify intentions
JOB SEQUENCE	Some idea of how it will develop
JOB COSTINGS	Estimate of how much it will cost
RELATED STUDIES	Where can information be gained
EXPERIMENTATION	Discoveries of how and which idea is best
EVALUATION	Personal assessment
COMPUTERISED PICTORAL DRAWING/SKETCH	Reappraisal of finished work
COMPARISONS	Just how good it is
COMPLETED DOCUMENT AND FOLDER	Completed by due date.

PROJECT ONE

WE ARE NOW GOING TO PREPARE FOUR DOCUMENTS

For this assignment you are going to create and design a co-ordinated package to suit a new business image. You will be involved in the design and process of the following

- logo
- business card
- letterhead
- advertisement

The process will be explained step by step

STEP ONE

As you work through this project keep a diary or log of all aspects and present your findings in an attractive manner.

An example of the first two days is below:

YOUR DAILY LOG SHOULD BE COMPUTERISED AND HAVE 3-4 COLUMNS.

DATE	JOBS	RESOURCES	COMMENTS
2 Sept	Set up daily log. Plan my work Outline my ideas. Think of different concepts. Start planning the flowchart.	Find ideas relating to the name of company, different logos, cards, and letterheads from newspapers and magazines	done
3 Sept	Read again the handouts. Outline the estimate of cost of materials needed to produce the documents	Start collecting various fonts.	Started collecting fonts. Did not complete jobs set