

Figure 3.1 Sample completed form for the Define step of problem solving


Problem Definition													
Name <u>Fred Bloggs</u>													
Date <u>Oct 12/05</u>													
Project <u>Trans Pacific Trip</u>													
<p>Overview</p> <p>Create a trip itinerary to Kansai region of Japan for 3 people. Also make recommendation for which city for locating branch office. Present findings in computer presentation and in printed form.</p>													
<p>Required Specifications</p> <ul style="list-style-type: none"> - Trip itinerary for 3 people: <ul style="list-style-type: none"> - 2 days in Kobe, Kyoto, Osaka - Flights - Local transportation - Hotels - 2 days of tourist activities (20th century history) - Presentation to board of directors <ul style="list-style-type: none"> - Outline itinerary and costs - Make recommendation for branch office location based on port and financial services - Printed materials <ul style="list-style-type: none"> - Same content as presentation 													
<p>Optional Specifications</p>													
<p>Evaluation Criteria</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px 20px 2px 20px;">- Due in two weeks</td> <td style="padding: 2px 20px 2px 20px;">- 20 marks</td> </tr> <tr> <td style="padding: 2px 20px 2px 20px;">- Raw research data</td> <td style="padding: 2px 20px 2px 20px;">- 20 marks</td> </tr> <tr> <td style="padding: 2px 20px 2px 20px;">- Trip itinerary</td> <td style="padding: 2px 20px 2px 20px;">- 20 marks</td> </tr> <tr> <td style="padding: 2px 20px 2px 20px;">- Recommendation—branch office</td> <td style="padding: 2px 20px 2px 20px;">- 20 marks</td> </tr> <tr> <td style="padding: 2px 20px 2px 20px;">- Presentation</td> <td style="padding: 2px 20px 2px 20px;">- 20 marks</td> </tr> <tr> <td style="padding: 2px 20px 2px 20px;">- Printed materials</td> <td style="padding: 2px 20px 2px 20px;">- 20 marks</td> </tr> </table>		- Due in two weeks	- 20 marks	- Raw research data	- 20 marks	- Trip itinerary	- 20 marks	- Recommendation—branch office	- 20 marks	- Presentation	- 20 marks	- Printed materials	- 20 marks
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- Recommendation—branch office	- 20 marks												
- Presentation	- 20 marks												
- Printed materials	- 20 marks												
Signature 													

Figure 3.2 Sample completed form for the Design step of problem solving

Solution Design	
Name	<u>Fred Bloggs</u>
Date	<u>Oct 13/05</u>
Project	<u>Trans Pacific Trip</u>
<p>Subtasks</p> <ul style="list-style-type: none"> - Call travel agent and search Internet for the following information for Kobe, Kyoto, Osaka: <ul style="list-style-type: none"> - Flights - Hotels - Local transportation - Tourist activities - Port and financial services - Create trip itinerary - Formulate recommendation for branch office location - Create computer-based presentation - Create printed materials 	
<p>Resources Needed</p> <ul style="list-style-type: none"> - Phone - Computer with Internet access - Software: <ul style="list-style-type: none"> - Internet browser - Word processor - Presentation program - Page layout program - Projector for presentation - Color printer 	
<p>Learning Needed</p> <ul style="list-style-type: none"> - How do you use Google to find local transportation info for Kobe, Kyoto, and Osaka? - How do you take images from the Internet and place them on slides in a presentation? - How do you make points in a presentation appear when the mouse is clicked? 	

Figure 3.4 Sample completed student invoice

Fred Bloggs Consulting Ltd.
 21844 - 124th Avenue
 Maple Ridge, CA
 91324

Invoice

Customer TRANS PACIFIC SHIPPING

Date	Invoice Number	Terms
OCT 25/05		DUE ON RECEIPT

Qty	Item	Maximum	Mark
1	Raw research data	20	18
1	Trip Itinerary	20	17
1	Recommendation for branch office	20	14
1	Computer presentation	20	20
1	Printed report	20	18
	Total	100	87

Credit marks to Fred Bloggs