Task Planning Sheet

Task 9 – Budget Formation and Assembly

The Task Planning Sheet is designed to provide you with a clear list of the activities you will need to undertake to complete your assigned tasks. It is suggested that you complete the activities in the order they are listed. You must submit your completed ‘Task Planning Sheet’ to verify completion of the competencies that form a part of this task.

By submitting your completed sheet, you are confirming that you have undertaken all activities associated with the task.

**Training Program:**

* Access, read and print as necessary ***Learning Resources*** (Task page) and ***Your Task 9***. (Inbox)
* Ensure you have basic competency in Microsoft Word, Excel and PowerPoint. (Task page)
* Use the Virtual RTO or alternate resources to gain intermediate skill in using PowerPoint (or an alternative, similar presentation package), Word (or an alternative, similar word processing package) and Outlook (or an alternative, similar email/productivity package).

**Collect a range of financial data to construct a spreadsheet:**

* Read the incoming email. (Computer)
* Review the Confidentiality and Security sections in the *Employee’s Handbook*. (Intranet)
* Collect budget proposals. (Intray).
* Check you can do the tasks required using a spreadsheet. If you need further training, visit the Virtual RTO and review your spreadsheet skills.
* Read and print the Budget Briefing. (Intray)
* Compile the collected budget information into correct categories and create it into a spreadsheet.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| The budget spreadsheet with all data entered – place into your portfolio, then send portfolio to your supervisor (i.e. your teacher) |  |

**Researching specifications and prices on computer hardware:**

* Read the computer pricing document. (Intray)
* Research web sites relating to computer hardware.
* Identify which computer units you will recommend and provide reasons.
* Compile hardware recommendations, supporting detail and reasons for your selection.
* Complete the *IT Purchasing Recommendation* using the provided template from the company’s Intranet.
* Construct a PowerPoint presentation of a minimum of 4 slides using the company template to support your recommendation and to share the recommended products’ specifications.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| IT Purchase Recommendation – place into your portfolio, then send portfolio to your supervisor (i.e. your teacher) |  |
| PowerPoint presentation of your IT recommendations - place into your portfolio, then send portfolio to your supervisor (i.e. your teacher) |  |

**Construct a portfolio of work:**

* Read the portfolio requirements. (Task 9)
* Complete Task A, B and C within the portfolio document.

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| **What to submit** | **Problems encountered and strategies used to overcome these** |
| Portfolio Tasks A, B and C – place into your portfolio, then send portfolio to your supervisor (i.e. your teacher) |  |