**Task 9 - Your task**

In this task you are to collect various forms of financial data and prepare a budget spreadsheet.

You are also to investigate various computer systems so that you can make a formal recommendation to the management as to what computers they should purchase. To make this recommendation you will use the *IT Purchasing Recommendation* template of the company.

To support advocacy for your recommendation, you are also asked to summarise the recommendation into a presentation that can be shared with the members of the management team.

If you have any questions, please email your supervisor. Your completed work is to be sent within the timelines by email to your supervisor.

**Some hints for you…**

To successfully complete this task, you are required to:

* Demonstrate that you can organise your own schedule allowing flexibility for emergent issues and consulting and negotiating with other work personnel.
* Competently carry out instructions provided to you by your supervisor.
* Know and can apply at least three software applications - Excel, Word and PowerPoint - to achieve work goals.
* Perform tasks according to designated timelines and instructions.
* Prepare documents, spreadsheets and presentations to the required business standard.
* Identify your own training needs and undertake training on required software packages so that you have the skills to carry out your assigned work tasks.
* Use email to submit the required portfolio to your supervisor (teacher).

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.