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| **Qualification** | | **Unit number and title** | | |
| Pearson BTEC Level 5 HND Diploma in Business | | Unit 6: Business Decision making | | |
| **Student name** | | **Assessor name** | | |
|  | |  | | |
| **Date issued** | **Formative Date** | | **Ist submission deadline** | **Submitted on** |
| 20-11 -2017 |  | | 20.12.2017 |  |
|  |  | | **Resubmission deadline with 15 days after feedback** | **Submitted on** |
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|  | |  | | |
| **Assignment title** | **BDM2: Producing graphs and using software – generated information for business decision. (2 of 2)** | | | |

| **Learning Outcome (LO)** | **Criteria** | **Grading Scheme: In this assessment you will have the opportunity to present evidence that shows you are able to:** | **Task No.** | **Achieved?**  **(√ or ×)** | |
| --- | --- | --- | --- | --- | --- |
| **1st submission** | **Re-submission** |
| LO3:  Be able to produce information in  appropriate formats for decision making in an organizational context | 3.1 | Produce graphs using spreadsheets and draw valid conclusions based on the information derived. | 1 |  |  |
| 3.2 | create trend lines in spreadsheet graphs to assist in forecasting for specified business information | 1 |  |  |
| 3.3 | Prepare a business presentation using suitable software and techniques to disseminate information effectively. | 2 |  |  |
| 3.4 | produce a formal business report | 2 |  |  |
| LO4:  Be able to use  software-generated  information to make  decisions in an  organization | 4.1 | use appropriate information processing tools | 3 |  |  |
| 4.2 | prepare a project plan for an activity and determine the critical path | 4 |  |  |
| 4.3 | Use financial tools for decision making. | 3 |  |  |

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| **Learner declaration** |
| I certify that the work submitted for this assignment is my own and research sources are fully acknowledged.  Student signature: Date: |

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| **In addition to the above PASS criteria, this assignment gives you the opportunity to submit evidence in order to achieve the following MERIT and DISTINCTION grades** | | | | |
| **Grade Descriptor** | | **Indicative characteristic/s** | | **Contextualisation** |
| **M1 Identify and apply strategies to find appropriate solutions** | | * Not on this assignment | |  |
| **M2 Select/design and apply appropriate methods/techniques** | | * Not on this assignment | |  |
| **M3 present and communicate appropriate findings** | | * Not on this assignment | |  |
| **D1Use critical reflection**  **to evaluate own work**  **and justify valid**  **conclusions** | | * The validity of results has been evaluated using defined criteria. * Self-criticism of approach has taken place | | **To Achieve D1:** you have provided an evaluation of your own contribution and analysis with a valid conclusion for using financial tools for decision making of Al-Nisr Company. (Task3) |
| **D2 Take responsibility for managing and organising activities** | | * Autonomy/independence has been demonstrated. * Activities have been managed | | **To Achieve D2:** you have shown a responsibility handling and managing activities using financial tools to come up with a decision regarding Al-Nisr company financial status .(Task3) |
| **D3** **Demonstrate convergent / lateral / creative thinking** | | * Ideas have been generated and decisions taken. * Self-evaluation has taken place * Convergent and lateral thinking have been applied. * Problems have been solved | | **To Achieve D3:** you will have suggested a new ideas and solutions for improving the financial status of Al-Nisr company. (Task3) |
| **Assignment brief** | | | | |
| **Unit number and title** | | Unit 6: Business Decision making | | |
| **Qualification** | | Pearson BTEC Level 5 HND Diploma in Business | | |
| **Start date** | |  | | |
| **Deadline/hand-in** | |  | | |
| **Assessor** | |  | | |
|  | | | | |
| **Assignment title** | | **BDM2: Producing graphs and using software – generated information for business decision. (2 of 2)** | | |
| **Purpose of this assignment:**  Be able to produce information in appropriate formats for decision making in an organizational context  Be able to use software-generated information to make decisions in an organization | | | | |
| **Scenario:1**  The following data shows the revenues and costs from the records of Al- Nisr Company for Contracting and Reconstruction. The company chose you to be an expert in field of management. Shareholders have been asked you to assist them in making appropriate decisions that relate to the company's future.  Using following Computer programs where needed.   * Code the variables of data on the SPSS file. (SPSS Statistics is a software package used for statistical analysis) * Enter the data into the SPSS. * Microsoft office project  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Years** | **2003** | | **2004** | **2005** | **2006** | **2007** | **2008** | **2009** | | **2010** | **2011** | **2012** | | **2013** | | Revenues(LD  10 thousand) | 15 | 18 | | 22 | 13 | 16 | 23 | 30 | 25 | | 31 | 20 | 38 | | | Costs ( LD10 thousand ) | 11 | 13 | | 16 | 15 | 14 | 17 | 19 | 20 | | 23 | 25 | 27 | | | | | | |
| **Task 1 (this task addresses LO3: 3.1, 3.2)**  3.1 Produce to draw graphs and histogram of the data in scenario of Al – Nsir company using spread sheets and valid conclusions based on the information derived  3.2 create trend lines in spreadsheet graphs to assist in forecasting for the data in scenario of Al-Nisr company. | | | | |
| **Task 2 (this task addresses LO3: 3.3, 3.4)**  3.3 Prepare presentation using suitable software and techniques to disseminate information effectively of Al – Nisr company including (Presentations and report writing: use of appropriate formats; presentation software and techniques)  3.4 produce a formal business report for Al – Nisr company. | | | | |
| **Task 3 (this task addresses LO4: 4.1, 4.3 & D1, D2, D3)**  Student need to find out result from data given in **scenario 1** of Al-Nisr company using (Management information systems: computers and information processing tools for operational, tactical and strategic levels of the organization) and also using financial tools for decision making including net present value; discounted cash flow; internal rates of return. Student has to know that rate of discount factor is 10%.  **To Achieve D1:** Use critical reflection to evaluate own work and justify valid conclusion for using financial tools for decision making of Al-Nisr Company.  **To Achieve D2:** Take responsibility for managing and organizing activities for using financial tools for decision making of Al-Nisr company.  **To Achieve D3:** Demonstrate convergent/lateral/creative thinking for using financial tools for decision making of Al-Nisr company. | | | | |
| **Scenario 2**  Table below gives data about Activity, Duration and Dependency of Al- Nisr Company for Contracting and Reconstruction.   |  | | --- | | **Activity ID Duration Dependency** | | A site cleaning 7 | | B removal of 3 | | C general excavation 6 A | | D Grading general area 3 B | | E excavation for trenches 3 D,F | | F placing formwork and reinforcement 2 B | | G install utilities 3 C | | H place concrete 2 E,G |   **Task 4 (this task addresses LO4: 4.2)**  From the above scenario2 prepare a project plan for an activity of Al-Nisr company and determine the critical path using (Project management tools networking and critical path analysis, Gantt and Pert Charts). | | | | |

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| **Evidence checklist** | **Summary of evidence required by student** | **Evidence presented** |
| Task 1 | Report |  |
| Task 2 | Report |  |
| Task 3 | Report |  |
| Task 4 | Report |  |

**Resources:**

Class Lectures

Internet

**Notes:**

Provide copy of your project as ***.PDF*** file and copy it on CD and will not accept any project without achieve this.

**Remember:**

Plagiarism is presenting someone else's words, ideas, arguments, concepts or designs as your own work.

It includes behavior such as: copying information directly from the web or books without referencing the materials , submitting joint coursework as an individual effort, copying another student's coursework , stealing coursework from another student and submitting it as your own work.

Suspected plagiarism will be investigated and, if found to have occurred , will be dealt with accordingly.

**Achievement Summary**

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| **Qualification** | | Pearson BTEC Level 5 HND Diploma in Business | | | **Assessor name** |  | | |
| **Unit Number and title** | | Unit 6: Business Decision making | | | **Student name** |  | | |
|  | | | | | | | | |
| **Criteria Reference** | **To achieve the criteria the evidence must show that the student is able to:** | | | | | | **Achieved?**  **(tick)** | |
| **LO1** |  | | | | | |  | |
| 1.1 | create a plan for the collection of primary and secondary  data for a given business problem | | | | | |  | |
| 1.2 | present the survey methodology and sampling frame  used | | | | | |  | |
| 1.3 | design a questionnaire for a given business problem | | | | | |  | |
| **LO2** |  | | | | | |  | |
| 2.1 | create information for decision making by summarizing data using representative values | | | | | |  | |
| 2.2 | analyse the results to draw valid conclusions in a business context | | | | | |  | |
| 2.3 | analyse data using measures of dispersion to inform a  given business scenario | | | | | |  | |
| 2.4 | explain how quartiles, percentiles and the correlation coefficient are used to draw useful conclusions in a business context | | | | | |  | |
|  | | | | | | | | |
| **Higher Grade achievements (where applicable)** | | | | | | | | |
| **Grade descriptor** | | | **Achieved?**  **(tick)** | **Grade descriptor** | | | | **Achieved?**  **(tick)** |
| **M1: Identify and apply strategies to find appropriate solutions** | | |  | **D1: Use critical reflection to evaluate own work and justify valid conclusions** | | | |  |
| **M2: Select / design and apply appropriate methods / techniques** | | |  | **D2: Take responsibility for managing and organising activities** | | | |  |
| **M3: Present and communicate appropriate findings** | | |  | **D3: Demonstrate convergent/lateral/creative thinking** | | | |  |

**Assignment Feedback**

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| **Formative Feedback: Assessor to Student** | | | |
| **Action Plan** | | | |
| **Summative feedback** | | | |
| **Feedback: Student to Assessor** | | | |
| **Assessor signature** |  | **Date** |  |
| **Student signature** |  | **Date** |  |