

MISSION 10 – DATA-SUPPORTED DECISIONS

BACKGROUND

Supporting decision-making requires that data be obtained, stored, and presented in a manner that optimally supports the decision maker's task. Today's common and versatile tools can help organizations and individuals make better decisions.

SUMMARY

Build a spreadsheet application to support your own monthly budgeting decisions.

TASKS

- ☐ Build a spreadsheet to track your own monthly income and expenses. Divide your income and expenses into clear and useful categories that will help you manage your money effectively.
- ☐ Design a spreadsheet layout that allows for easy data entry of these data points and that provides for useful output.
- ☐ The spreadsheet must include at least the following:
 - Clearly marked cells for entry of income and expenses.
 - A well-defined savings goal.
 - Simple formulas for totaling categories and for reviewing progress toward your savings goal.
 - At least one useful or informative graph that is based on your data or formulas.
- ☐ Enter some data into the spreadsheet and save this before submitting the file.
- ☐ **Note:** In order to protect your privacy, it is perfectly fine to use approximate numbers in your spreadsheet; there is no need to disclose your actual income or expenses. In addition, if some sources of income or types of expenditures are somewhat personal, feel free to create miscellaneous or general categories for these.

DELIVERABLE

☐ A document containing your budgeting spreadsheet.
☐ File format: <i>A Microsoft Excel</i> - compatible spreadsheet
☐ File name format: <i>yourlastname-Mission10</i>
☐ Submit file via the submission link in Blackboard
☐ Deadline: see Blackboard for due date

RUBRIC

Course Competencies Applied	Maximum Score
☐ IT skills	2
☐ IT concepts	1
☐ Intellectual capabilities	2