**Unit 3 Information systems**

**Evidence required for P6, P7, M3 and D2**

**P6 Select information to support a business decision-making process**

To meet P6, you need to select a management decision which Sally Chester could make for the hotel eg

* Build an extension
* Train her staff to speak other languages in order to converse better with guests from overseas.

When you have picked one you need to do the following:

* State what decision she needs to make.
* Provide screenshots of data you have found on the web which you can use to provide Sally with useful information which will help her make her decision.
* Show the website where you found the data.
* Download the data into an Excel spreadsheet which you save.
* Show how you checked the data for accuracy.

**P7 Use IT tools to produce management information**

To meet P7, do the following:

* Load your spreadsheet, examine the data and carry out a process on it which will produce some useful information for Sally eg
* Sort/filter it, produce a graph from it.
* Create a report which includes an explanation of what you have done and screenshots of it and explains what the information shows.

**M3 Generate valid, accurate and useful information**

To meet M3 do the following:

Create a front sheet for your P7 report which explains how you have checked that the information is valid and accurate and explain how Sally can use the information you have produced to help her make her decision.

**D2 Justify the information selected to support a business decision-making process**

To meet D2, do the following:

Produce a report which explains why and how the information you have produced from the data you found supports the business decision which Sally needs to make. Explain why you selected the data and explain how the information you have produced from it will help Sally make her decision.