**Assessment Task Information: CIS5100 Practical Skills for Information Systems | Problem Solving Assessment 1**

**Decision Support System (DSS) and Progress Report Memo**

This document provides you with information about the requirements for your assessment. Detailed instructions and resources are included for completing the task. The Criterion Reference Assessment (CRA) Rubric that markers use to grade the assessment task is included.

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| Task overview | |
| Due Date | **Assignment Due Date:** 8 December 2023 |
| Learning Objective | This assessment relates to the following:   * **Learning Objective 2:** analyse core information systems concepts to develop appropriate professional and ethical approaches for legal, security and privacy issues typically encountered by IT professionals * **Learning Objective 3:** apply information systems skills to develop practical solutions to real-world business problems using a decision support system * **Learning Objective 4:** communicate practical solutions to issues dealing with implementation of appropriate information systems to both technical and non-technical audiences within a business context. |
| Task Description | **Preamble**    [*https://images.app.goo.gl/VHsgwhtHwCRbdf1e7*](https://images.app.goo.gl/VHsgwhtHwCRbdf1e7) *"Droid Boy" by victoria white2010 is licensed under CC BY 2.0.*  ***Dr Stanley Lee*** retired in 2020 after a long career in ***General Practice Medicine***. To keep busy and to fulfil a lifelong dream, ***Dr Stanley Lee*** started a ***Memorabilia*** mail orderbusiness, specialising in importing ***“Marvel Avengers Cinematic Universe” related products***, called “***Excelsior Hero Haven***”. The business specialises in imported ***Marvel Avengers Cinematic Universe merchandise***such as statues, phone covers, giftware, bobbleheads, mugs, clothing and other assorted Doctor Who related paraphernaliato customers via mail order around Australia.  ***Marvel Avengers Cinematic Universe merchandise*** has become very popular, since the new Marvel Avengers Cinematic Universe movies started to be produced in the 2000’s and the hugely popular of Marvel Avengers Cinematic Universe TV shows such as Loki and Hawkeye have brought the phenomenon back into the public’s attention; and ***Dr Lee’s*** business has experienced a rapid growth in their mail orders. When ***Dr Lee*** first retired, the business bought a personal computer to help manage the books and finances.  **Excelsior Hero Haven**is located at Shop 9, 63 Thanos Boulevard, Toowoomba (about 100 km west of Brisbane). Their ABN is 126 279 410. ***Dr Lee*** can be contacted via phone on (07) 4632 5683; fax on (07) 4632 5685; or email on [enquiries@gt.com.au](mailto:enquiries@gt.com.au).  ***Dr Lee*** is extremely impressed with our computing firm “***Infinity Solutions***” and the business has contracted our firm to assist them in setting up their various computer-based information systems.  The business would like us to develop a computer-based information system, Decision Support System (DSS), utilising Spreadsheet technology. The DSS will analyse sales trends for the business to determine future courses of action for the business and visualize the data in several different charts.  ***Dr Lee*** has provided to us a partial list of the business’s customers, stock items, and suppliers and a partial list of the business’s postal orders placed **between January and June 2023** to use as test data in four comma delimited text files, which can be found on your firm’s Intranet (**CIS5100 Study Desk** **| Assessment Tab | Problem Solving Assignment 1**).  ***Dr Lee*** would like the information in the four comma delimited text files imported into a spreadsheet so that the information can be summarised as a report and some future analysis of sales trends performed. The suppliers used by the business, source items from either ***Ireland (IRE)*** or ***Singapore******(SGD)***. They allow the business to select from either of these two regions on an ad hoc basic depending on the most favourable exchange rate at the time.  ***Dr Lee*** has requested that the Decisions Support System be developed so that it can be **re-used in the future** and should allow the business to be **able to import new data sets** for the **Customers, Items, Suppliers** and **Orders tables**, as well as **updating the Fixed Costs values**. You will need to take these requirements into consideration when you **discuss Worksheet Protection in the Documentation Worksheet** (Please **DO NOT** turn on any Worksheet Protection until ***Dr Skurge Enchantress***, your supervisor at ***Infinity Solutions,*** approves the final product).  ***Dr Lee*** has noted that several the business’s competitors are providing a discount to customers who place large orders. The business would like to see what affect adopting a similar policy would have on the business. The business has also noted a growing number of online businesses are starting to provide free freight delivery as a way of encouraging more online business; the business would like to run a number of scenarios based on potential Mark-up and Freight options to ascertain the best combination for the business if they were to adopt this policy too.  ***Dr Lee***has requested that we provide the key information from the various worksheets to the business in spreadsheet charts that will assist them in visualizing the data for decision making.  ***Dr Skurge Enchantress***, your supervisor at ***Infinity Solutions***, would like you to provide a Progress Report at the end of the project. |
| What you need to do | Task 1: Create and Import  Create a single new spreadsheet and name the file - [lastname] [initial] \_ [student number] \_ [course code] \_ [assignment number] (eg. NerksF\_0050051005\_CIS5100\_problem solving1.xlsx).  Import the four-tab delimited text files, which can be found on your firm’s Intranet (CIS5100 Study Desk | Assessment Tab | Problem Solving Assignment 1), into four separate worksheets using the following naming and titles:   |  |  |  | | --- | --- | --- | | Text File | Worksheet Name | Worksheet Title (Cell A1) | | Assignment01\_Customers\_TextFile | CustomersTable | Customers Table | | Assignment01\_Items\_TextFile | ItemsTable | Items Table | | Assignment01\_Suppliers\_TextFile | SuppliersTable | Suppliers Table | | Assignment01\_Orders\_TextFile | OrdersTable | Orders Table |   Modify the layout of the data to a professional level of presentation, making sure that the headings are in English (Customer ID not CustID).   * **Note: *Mac users*** *may find some minor differences in the steps needed to import the four text files – please check with the course team for details.*   Task 2: Data Validation Check  Check the imported data in the CustomersTable, ItemsTable, SuppliersTable and OrdersTable to ensure that they correctly displaying information, formatting, and data values for use in business.  Task 3: Editing Table Data  Edit Customer ID 112 in the Customers Table to your own details.   * Title, Given Names and Family Name. * Address, City, State and Postcode. * Date of Birth to your own Date of Birth (note only the course team and markers will have access to this data). * Freight Distance using [www.whereis.com.au](http://www.whereis.com.au) look up the distance between your current address and Toowoomba QLD 4350 (to the nearest kilometre) (if you live outside of Australia, please chose an Australian address). * Mobile Number to your student ID eg. 0061 099999 (include a space after the fourth digit) * Do not use the u1099999 version. * Email Address. * Set Mailing List to be Yes.   Task 4: Index Worksheet  Add a worksheet labelled Index before the four tables from Task 1. Put a heading at the top of the worksheet in cell A1 called Index Worksheet. Ensure that it contains all the recommended data for this worksheet listed in the Practical Appendixes found in the Study Materials.  Task 5: Data Input Worksheet Template  Add a worksheet labelled DataInput after the Index worksheet from Task 4 (but before the four tables from Task 1). Put a heading at the top of the worksheet in cell A1 called Data Input Worksheet. Ensure that it contains all the recommended data for this worksheet listed in the Practical Appendixes found in the Study Materials.   * **Note:** For this Assignment the **Exchange Rate XX** should be replaced with **Exchange Rate IRE** and the **Exchange Rate YY** should be replaced with **Exchange Rate SGD** throughout the Data Input Worksheet*.* * ***Note: IRE*** *is the country code for* ***Ireland*** *(their currency is the* ***Euro****) and* ***SGD*** *is the country code for* ***Singapore*** *(their currency is the* ***Singaporean Dollar - SGD****)*   Task 6: Calculations Worksheet Template  Add a worksheet labelled Calculations after the Data Input worksheet from Task 5 (but before the four tables from Task 1). Put a heading at the top of the worksheet in cell A1 called Calculations Worksheet. Ensure that it contains all the recommended data for this worksheet listed in the Practical Appendixes found in the Study Materials.  Task 7: Name Ranges  On the Customers Table, Items Table and Suppliers Table worksheets set the following Cell Range Names:   |  |  | | --- | --- | | Worksheet Name | Range Name | | CustomersTable | Cust | | ItemsTable | Itms | | SuppliersTable | Supp |  * **Note:** *You must only create the* ***three (3) name ranges*** *listed in this task, and the* ***six (6) name ranges*** *listed in* ***task 11****, any other name ranges used may result in loss of marks.* * **Note: *Mac users*** *may find some minor differences in the steps needed to create Range Names – please check with the course team for details.*   Task 8: Report Worksheet Headings  Add a worksheet labelled Report after the Calculations worksheet from Task 6 (but before the four tables from Task 1). Put a heading at the top of the worksheet in cell A1 called Report Worksheet. Ensure that it contains all the recommended data for this worksheet listed in the Practical Appendixes found in the Study Materials. Type the following column headings on the Report Worksheet, starting in cell A3:   * Customer ID, Title, Family Name, Given Names, Address, City, State, Postcode, Freight Distance (km), Item ID, Type, Description, Size, Freight Weight (Kg), Supplier ID, Supplier Name, Supplier Recommended Markup (%), Order Date, Order Qty, Cost Price (IRE), Cost Price (SGD), Cost Price (AU), Selling Price, Item Discount, Purchases, Sales, Freight Cost, Order Discount.   Task 9: Report Worksheet Cell Reference  On the Report worksheet, use **Cell Reference** **formulas**, to obtain **all 2500 rows** of data from the Orders Table worksheet for the following data:   * Customer ID, Item ID, Order Date, Order Qty.   **Do not discuss with your fellow students, nor post formulas or functions to the StudyDesk Forums; it may result in academic misconduct.**  Task 10: Report Worksheet VLOOKUP  On the Report worksheet use the **VLOOKUP functions** with the Cell Range Names (Task 7), obtain **all 2500 rows** of data from the Customers Table, Items Table and Suppliers Table worksheets for the following.   * Customers Worksheet:   + Title, Family Name, Given Names, Address, City, State, Postcode, Freight Distance (km) * Items Worksheet:   + Type, Description, Size, Freight Weight (kg), Supplier ID, Cost Price (IRE), Cost Price (SGD) * Suppliers Worksheet:   + Supplier Name, Recommended Markup (%) * **Note:** All **VLOOKUP functions must use** the **Cell Range Names** created in **Task 7.**   **Do not discuss with your fellow students, nor post formulas or functions to the StudyDesk Forums; it may result in academic misconduct.**  Task 11: Modify Data Input Worksheet  On the Data Input worksheet perform the following:   * Create the following six (6) extra Range Names for use in Tasks 12 to 16:  |  |  | | --- | --- | | Cell | Range Names | | D4 | MarkupType | | D5 | FreightType | | D6 | StoreMarkup | | D7 | ExchRateType | | D8 | ExchRateIRE | | D9 | ExchRateSGD |  * Type the following data into the specified Data Input worksheet cells for use in Tasks 12 to 16:   + Store Markup into the cell D4 containing the phrase: [Insert Markup Type here].   + Pepper Potts Logistics into the cell D5 containing the phrase: [Insert Freight Type here].   + 147.5% into the cell D6 containing the phrase: [Insert Store MarkUp % here].   + IRE into the cell D7 containing the phrase: [Insert Exchange Rate Type here].   + The current Exchange Rate IRE to AU into the cell containing the phrase: [Lookup & Insert IRE to AU Exchange Rate here] and replace the “as at xx/xx/xx” with the date you looked up the exchange rate.   + The current Exchange Rate SGD to AU into the cell containing the phrase: [Lookup & Insert SGD to AU Exchange Rate here] and replace the “as at xx/xx/xx” with the date you looked up the exchange rate. * **Note**: You must only create the **three name ranges** listed in **task 7**, and the **six name ranges** listed in this task, any other name ranges used may result in loss of marks. * **Note:** Look up ***Exchange Rate IRE to AU*** and ***Exchange Rate SGD to AU***: [www.xe.com](http://www.xe.com). * **Note:** Ensure you use the **full Exchange Rate** as per the XE website, **do not truncate** to two decimal places.   Task 12: Report Worksheet Cost Price (AU) Nested IF  On the Report worksheet develop an **IF function** using the new Recommended Exchange Rate Type value (from the DataInput worksheet to calculate the Cost Price (AU) (in the Cost Price (AU) column) using the following criteria:   * If the Exchange Rate Type is IRE then use the calculation: Cost Price (IRE) x Exchange Rate (IRE to AU). * If the Exchange Rate Type is SGD then use the calculation: Cost Price (SGD) x Exchange Rate (SGD to AU). * Ensure that you include rounding (to 2 decimal places) into each calculation in your IF function and error checking. * **Test the IF function**: Once you have completed the **Cost Price (AU) IF function**, perform the following two tests on it to ensure that it is working correctly:   + **Test 1:**     - On the Data Input worksheet, type SGD into the Exchange Rate Type cell.     - Go to the Report worksheet and observe whether the Cost Price (AU) data has changed.   + **Test 2:**     - On the Data Input worksheet, type GIGO into the Exchange Rate Type cell.     - Go to the Report worksheet and observe whether the Cost Price (AU) now displays an error message. * On the Data Input worksheet, replace the word GIGO with one of the two valid values for the Exchange Rate Type cell. * **Note: The Cost Price (AU) IF functions** **must use** the **Cell Range Names** created in **Task 11** (ExchRateType, ExchRateIRE & ExchRateSGD). * **Note:** You must remove any reference to the prefix **Report!** from all IF and IF/AND functions to reduce complexity and redundancy of code.   **Do not discuss with your fellow students, nor post formulas or functions to the StudyDesk Forums; it may result in academic misconduct.**  Task 13: Report Worksheet Selling Price Nested IF  On the Report worksheet develop an **IF function** using the new Recommended MarkUp Type value (from the DataInput worksheet) to calculate the Selling Price (in the Selling Price column) using the following criteria:   * If the MarkUp Type is Store Markup then use the calculation: Cost Price (AU) + Cost Price (AU) x Store Recommended Markup. * If the MarkUp Type is Supplier Markup then use the calculation: Cost Price (AU) + Cost Price (AU) x Supplier Recommended Markup. * Ensure that you include rounding (to 2 decimal places) into each calculation in your IF function and error checking. * **Test the IF function**: Once you have completed the **Selling Price IF function**, perform the following two tests on it to ensure that it is working correctly:   + **Test 1:**     - On the Data Input worksheet, type Supplier Markup into the Markup Type cell.     - Go to the Report worksheet and observe whether the Selling Price data has changed.   + **Test 2:**     - On the Data Input worksheet, type GIGO into the Markup Type cell.     - Go to the Report worksheet and observe whether the Selling Price now displays an error message. * On the Data Input worksheet, replace the word GIGO with one of the two valid values for the Markup Type cell. * **Note: The Selling Price IF functions** **must use** the **Cell Range Names** created in **Task 11** (MarkupType & StoreMarkup). * **Note:** You must remove any reference to the prefix **Report!** from all IF and IF/AND functions to reduce complexity and redundancy of code.   **Do not discuss with your fellow students, nor post formulas or functions to the StudyDesk Forums; it may result in academic misconduct.**  Task 14: Report Worksheet IF / AND: Item Discount  On the Report worksheet develop an **IF / AND function** to calculate the amount of Item Discount given to an individual item on an order (in the Item Discount column) using the following criteria:   * If the Selling Price for that item is greater than $50.00 AND the Order Qty is greater than or equal to three (3) of the same item in any single order then the Item Discount is calculated at 5.00% of the Selling Price for that item, otherwise the Item Discount is zero. * Ensure that you include rounding (to 2 decimal places) into the calculation in your IF / AND function. * **Test the IF function**: Once you have completed the **Item Discount IF / AND function**, review the values to ensure that it is working correctly in the following situations:   + Selling Price is ***less than or equal to $50.00*** and Order Qty is ***less than three (3)***, should result in $0.00 Item Discount.   + Selling Price is ***greater than $50.00*** and Order Qty is ***less than three (3)***, should result in $0.00 Item Discount.   + Selling Price is ***less than or equal to $50.00*** and Order Qty is ***greater than or equal to three (3)***, should result in $0.00 Item Discount.   + Selling Price is ***greater than $50.00*** and Order Qty is ***greater than or equal to three (3)***, should result in an Item Discount. * **Note:** You must remove any reference to the prefix **Report!** from all IF and IF/AND functions to reduce complexity and redundancy of code.   **Do not discuss with your fellow students, nor post formulas or functions to the StudyDesk Forums; it may result in academic misconduct.**  Task 15: Report Worksheet Purchases, Sales and Order Discount Formulas  On the Report worksheet develop the **formulas** to calculate **Purchases**, **Sales** and **Order Discount**.   * Purchases - use the calculation: Cost Price (AU) x Order Qty * Sales - use the calculation: (Selling Price – Item Discount) x Order Qty * Order Discount - use the calculation: Item Discount x Order Qty   **Do not discuss with your fellow students, nor post formulas or functions to the StudyDesk Forums; it may result in academic misconduct.**  Task 16: Report Worksheet Freight Cost Nested IF  On the Report worksheet develop an **IF function** using the new Recommended Freight Type value (from the DataInput worksheet) to calculate the Freight Cost (in the Freight Cost column) using the following criteria:   * If the Freight Type is Pepper Potts Logistics then use the calculation: ($2.50 x Freight Weight + IF(Freight Distance > 1,000 km, $0.0045 x Freight Distance, 0)) x OrderQty. * If the Freight Type is Foggy Nelson Freight then use the calculation: ($2.99 + IF(Freight Weight > 0.75 kg, (Freight Weight – 0.75 kg) x $2.25, 0)) x OrderQty. * Ensure that you include rounding (to 2 decimal places) into each calculation in your IF function and error checking. * **Test the IF function**: Once you have completed the **Freight Cost IF function**, perform the following two tests on it to ensure that it is working correctly:   + **Test 1:**     - On the Data Input worksheet, type Foggy Nelson Freight into the Freight Type cell.     - Go to the Report worksheet and observe whether the Freight Cost data has changed.   + **Test 2:**     - On the Data Input worksheet, type GIGO into the Freight Type cell.     - Go to the Report worksheet and observe whether the Freight Cost now displays an error message. * On the Data Input worksheet, replace the word GIGO with one of the two valid values for the Freight Type cell. * **Note: The Freight Cost IF functions** **must use** the **Cell Range Names** created in **Task 11** (FreightType). * **Note:** You must remove any reference to the prefix **Report!** from the all IF and IF/AND functions to reduce complexity and redundancy of code.   **Do not discuss with your fellow students, nor post formulas or functions to the StudyDesk Forums; it may result in academic misconduct.**  Task 17: Modify Data Input Worksheet  On the Data Input worksheet replace the phrases for the following **Fixed Expenses** for the **First Half of the Year 2021**:   * “[Insert Bank Charges Expenses here]” in cell D15 with $145.82 * “[Insert Electricity Expenses here]” in cell D16 with $7,965.71 * “[Insert Freight Inwards Expense here] ” in cell D17 with $31,432.41 * “[Insert Internet Expense here] ” in cell D18 with $2,614.83 * “[Insert Telephone Expenses here]” in cell D19 with $2,639.49 * “[Insert Wages Expenses here]” in cell D20 with $33,617.10   Task 18: Calculations Worksheet Formulas  On the Calculations worksheet develop appropriate **formulas / functions** to calculate the following:   * Total Sales: Replace the phrase in D4 “[Insert Formula or Function here]” with a formula or function to calculate the Total Sales. * Total Half Year Fixed Expenses: Replace the phrase in D7 “[Insert Formula or Function here]” with a formula or function to calculate the Total Half Year Fixed Expenses. * Total Purchases Expenses: Replace the phrase in D10 “[Insert Formula or Function here]” with a formula or function to calculate the Total Purchases Expenses. * Total Freight Outward Expenses: Replace the phrase in D11 “[Insert Formula or Function here]” with a formula or function to calculate the Total Freight Outward Expenses. * Percentage Freight Outwards of Total Sales: Replace the phrase in “[Insert Formula or Function here]” with a formula or function to calculate the Percentage Freight Outwards of Total Sales. * Total Half Year Fixed & Variable Expenses: Replace the phrase in D14 “[Insert Formula or Function here]” with a Formula or function to calculate the Total Half Year Fixed & Variable Expenses. * Total Profit: Replace the phrase in D16 “[Insert Formula or Function here]” with a Formula or function to calculate the Total Profit. * Total Discount for Orders: Replace the phrase in D18 “[Insert Formula or Function here]” with a **SUMIF function** to calculate the Total Discount for Orders. * Percentage Discount of Total Sales: Replace the phrase in D19 “[Insert Formula or Function here]” with a formula or function to calculate the Percentage Discount of Total Sales. * Number of Orders where a Discount was Applied: Replace the phrase in D20 “[Insert Formula or Function here]” with a **COUNTIF function** to calculate the Number of Orders where a Discount was Applied.   **Do not discuss with your fellow students, nor post formulas or functions to the StudyDesk Forums; it may result in academic misconduct.**  Task 19: Data Input Cell References  On the Data Input worksheet develop **cell reference formulas** to link the following data from the Calculations worksheet in preparation for creating the What-If Scenarios in Task 20:   * Total Sales: Replace the phrase “[Insert Cell Reference Here]” in cell D12 with a cell reference. * Total Half Year Fixed Expenses: Replace the phrase “[Insert Cell Reference Here]” in cell D22 with a cell reference. * Total Purchases Expenses: Replace the phrase “[Insert Cell Reference Here]” in cell D25 with a cell reference. * Total Freight Outwards Expenses: Replace the phrase “[Insert Cell Reference Here]” in cell D26 with a cell reference. * Percentage Freight Outwards of Total Sales: Replace the phrase “[Insert Cell Reference Here]” in cell D27 with a cell reference. * Total Half Year Fixed and Variable Expenses: Replace the phrase “[Insert Cell Reference Here]” in cell D29 with a cell reference. * Total Profit: Replace the phrase “[Insert Cell Reference Here]” in cell D31 with a cell reference. * Total Discount for Orders: Replace the phrase “[Insert Cell Reference Here]” in cell D32 with a cell reference. * Percentage Discount of Total Sales: Replace the phrase “[Insert Cell Reference Here]” in cell D33 with a cell reference. * Number of Orders where a Discount was Applied: Replace the phrase “[Insert Cell Reference Here]” in cell D34 with a cell reference.   **Do not discuss with your fellow students, nor post formulas or functions to the StudyDesk Forums; it may result in academic misconduct.**  Task 20: Scenarios  Using the **Scenario Manager** tool create and check the following eight (8) Scenarios using the Changing Cells of **D4, D5** and **D7** on the Data Input worksheet:   |  |  |  |  | | --- | --- | --- | --- | | Scenario | Markup Type | Freight Type | Exchange Rate Type | | 1 | Store Markup | Pepper Potts Logistics | IRE | | 2 | Store Markup | Pepper Potts Logistics | SGD | | 3 | Store Markup | Foggy Nelson Freight | IRE | | 4 | Store Markup | Foggy Nelson Freight | SGD | | 5 | Supplier Markup | Pepper Potts Logistics | IRE | | 6 | Supplier Markup | Pepper Potts Logistics | SGD | | 7 | Supplier Markup | Foggy Nelson Freight | IRE | | 8 | Supplier Markup | Foggy Nelson Freight | SGD |     Task 21: Scenario Summary Analysis  Using the **Scenario Manager** tool create a Scenario Summary worksheet based on the eight (8) Scenarios from Task 20 and focusing on the Result cells **D12, D22, D25, D26, D27, D29, D31, D32, D33** and **D34** on the Data Input worksheet. Place the Scenario Summary worksheet between the Report and Customers Table worksheets.  Modify and format your Scenario Summary worksheet to look professional, as discussed in the Practical Appendixes found in the Study Materials.  ***Dr Skurge Enchantress***, your supervisor at ***Infinity Solutions***, has requested that as part of improving the visualization of the data to assist ***Dr Stanley Lee*** that you highlight the following significant data on the Scenario Summary worksheet:   * The Optimal Total Sales with Yellow Highlight. * The Optimal Total Freight Outwards with Green Highlight. * The Optimal Total Profit with Blue Highlight. * The Minimum Number of Discounts Applied with Red Highlight (with white font colour). * The Maximum Number of Discounts Applied with Orange Highlight. * The Optimal Scenario with a Thick Red Border.   .  **Do not discuss with your fellow students, nor post Scenario Summary information to the StudyDesk Forums; it may result in academic misconduct.**  Task 22: Documentation Worksheet  Add a Documentation worksheet after the four tables from Task 1. Put a heading at the top of the worksheet in cell A1 called Documentation Worksheet. Ensure that it contains all the recommended data for this worksheet listed in the Practical Appendixes found in the Study Materials.  **Do not discuss with your fellow students, nor post Documentation Worksheet information to the StudyDesk Forums; it may result in academic misconduct.**  Task 23: Visualisation of the DSS Data  ***Dr Skurge Enchantress***, your supervisor at ***Infinity Solutions***, has asked you to review the data produced in each of the worksheets in your Decision Support System and to identify how it can be visually displayed in an easy to understand format for ***Dr Stanley Lee***.  To achieve this ***Dr Skurge Enchantress*** has requested that you develop three (3) different types of charts from the data contained in the Scenario Summary and/or other worksheets.   * *You are permitted to create extra data information on one or more of your worksheets (drawn from the existing worksheet and scenario summary data) to assist you in the development of one or more of the three charts.* * *Please ensure that you clearly indicate that these extra data, formulas or functions are “Extra Data for Chart X” and place it slightly separately from the Tasks 1 – 22 data, formulas and functions (eg. Report Worksheet Row 2510).* * *A rationale for the creation of this extra data, formulas and functions must be included in your Progress Report Memo.*   Each chart must demonstrate legends, data labels, axis titles, axis scales, and trendlines charting elements, ***where appropriate***, to improve the readability of the visual display.  Place each chart on a new worksheet called Chart1, Chart2, Chart3 immediately after the Scenario Summary.  **Do not discuss with your fellow students, nor post spreadsheet chart information to the StudyDesk Forums; it may result in academic misconduct.**  Task 24: Progress Report Memo  ***Dr Skurge Enchantress***, your supervisor at ***Infinity Solutions***, has asked you to develop a progress report memo outlining the key technical decisions made in the development of the Decision Support System. Create a Word Document and name the file –  [lastname] [initial] \_ [student number] \_ [course code] \_ [assignment number]  (eg. NerksF\_0050051005\_CIS5100\_problem solving1.docx).  Ensure that the progress report memo is developed, **structured as a memo**, for the correct audience, and contains all the recommended elements listed in the Study Materials.  The progress report memo should outline the following:   * Explain what a Decision Support System is and why a Decisions Support Systems was the appropriate information systems for the business decision making. * **Using a System Thinking approach** (inputs, processes, outputs, feedback), describe the stages undertaken in the development of the Decision Support System. * Discuss each of the formulas and functions used to develop the calculations on each worksheet, **including a discussion of how each of these formulas and functions help resolve the organisational problems**. * Discuss the findings from the Scenario Summary Analysis, **including how the business should use these findings**. * Explain why the **specific data was selected** for each of the three spreadsheet charts, and **why each chart type was selected**, to visualise the data. * Describe any ethical and privacy issues our business needed to address with the client before handing over the Decision Support System for implementation.   Your Progress Report Memo should include in-text referencing and a List of References, including any references to materials obtained from the textbooks, websites and other reference materials.  **Do not discuss with your fellow students, nor post specific information about your progress report memo to the StudyDesk Forums; it may result in academic misconduct. Do not use any Artificial Tools, such as ChatGPT, to develop the Progress Report Memo or any part of the Memo; it may result in academic misconduct.** |

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| Task snapshot | |
| Weighting | **30%** |
| Marks | **100** |
| Individual or Group | **Individual Assessment**:   * This assignment must be all your own work. It is acceptable to discuss course content with others to improve your understanding and clarify requirements, but solutions to assignment questions must be done on your own. * You must not copy from anyone, including artificial intelligence tools (such as ChatGPT), tutors and fellow students, nor allow others to copy your work. |
| Formative or Summative | **Summative** |
| How will I be assessed | **Rubric** (see rubric attached to the end of this tasksheet). |
| Submission information | | |
| Resources available to complete task | * References are required and the **Harvard AGPS** standard of referencing must be used, including **in-text referencing**. Ensure that your **Progress Report Memo** is fully referenced, including any references to the textbook. Your **Progress Report Memo** should include a **List of References** using the **Harvard AGPS standards**. A useful link on referencing is from USQ’s Library site:   <<http://www.usq.edu.au/library/referencing>>   * Any direct and paraphrased quotes must be referenced using Harvard AGPS style and listed in the List of References. * Do not repeat verbatim large portions of information from other sources such as the text or video – you must put the ideas/information in your own words. Only use small direct quotes where possible. * Do not use artificial intelligence (AI), such as ChatGPT, to write the content of this assignment.   A close-up of a certificate  Description automatically generated with low confidence | |
| Turnitin | **Turnitin** is a detection software and text matching tool used in this course. Plagiarism checking is automatically done when you submit your assignment. An originality/similarity report is automatically created which checks the originality of your assignment. You can access and review the report.  NOTE:   * It may take **up to 24 hours** for a report to be issued from Turnitin * When the assignment has been checked, you will see a notice in the Files submission area. * The percentage mark given indicates the amount of text matched against the Turnitin Database. It is merely an indicator that should always be reviewed to identify where Turnitin have picked up potential plagiarism. * You may have the option to edit submission or the option to submit assignment, this is determined by your lecturer. * Once you submit assignment you are no longer able to edit it. | |
| Submission requirements | * This assignment must be all your own work. It is acceptable to discuss course content with others to improve your understanding and clarify requirements, but solutions to assignment questions must be done on your own. * You must not copy from anyone, including tutors and fellow students, nor allow others to copy your work. * Attach the Spreadsheet and Memo files using the naming convention below, to your online assignment submission in the Assignment 1 area on the CIS5100 StudyDesk before midnight Australian Eastern Standard Time (AEST) on the day the assignment is due.  1. **Decision Support System:** [lastname] [initial] \_ [student number] \_ [course code] \_ [assignment number].xlsx (eg. NerksF\_0050051005\_CIS5100\_problem solving1.xlsx). 2. **Progress Report Memo:** [lastname] [initial] \_ [student number] \_ [course code] \_ [assignment number].docx (eg. NerksF\_0050051005\_CIS5100\_problem solving1.docx).  * Upon completion of the submission process, check your uConnect email account for an automatically generated confirmation email (if you do not have an email account, print out the Submission Complete screen before exiting the Submission System). You must check that the file name and file size are listed correctly, if there is a problem with either, please email the course leader immediately. * If you have difficulties submitting through the StudyDesk Assignments submission tool, please contact AskUSQ in the first instance. As a last resort only, email the course leader for instructions on an alternative course of action. | |
| Moderation | * All staff who are assessing your work meet to discuss and compare their judgements before marks or grades are finalised. | |
| Assessment Policies & Procedures | Information and links regarding USQ’s **assessment policy/ procedure;** **extensions and late submissions; academic integrity & misconduct** and **marking** are found on your course **StudyDesk Assessment page**.   * **Note on Late submission & extensions:** Applications for an extension of time will only be considered if received in accordance with the USQ Assessment procedure and the Assessment of Compassionate and Compelling Circumstances Procedure. Refer to the links on StudyDesk for copies of these procedures. | |
| Late submissions/ extensions | * It is expected that all assessment tasks will be submitted/completed by the published due date. However, as per USQ Assessment Procedure, requests for an extension of due date can be made prior to the due date for the assessment. Extensions prior to the due date for all assignments must be applied for (and will be granted) as per the expectations of the relevant [USQ Policies and Procedures.](https://policy.usq.edu.au/documents/1357PL) Be sure to have appropriate documentation as you will need to upload this to support your request. Extensions can be applied for through the following link: [Apply for Extension to USQ Assessment Item](https://usqassist.custhelp.com/app/forms/deferred_assessment/session/L3RpbWUvMTYxMjIyNDExNC9nZW4vMTYxMjIyNDExNC9zaWQvZlVZJTdFSUJxYnA1YVdqNjRoSlc2R0ljeWRoZ2lHdklVTXM4ZmRhNTBINWtfWTJhRUJGY1IlN0VtRHJKJTdFV3hWMWx2UzVkWFJPODFGZ29WeV9FODZVYm1ZV05Mb2dKWlZGN0pzUGxpaEJZQ1M2QVBvV0F2bGdaQzdFbkZnJTIxJTIx)[.](https://usqassist.custhelp.com/app/forms/deferred_assessment) * Assessment Items given marked Grades and submitted after the published due date without an approved extension or submitted after the revised due date where an extension has been granted, **will incur a penalty of 5% of the Mark awarded to the Student, per Calendar Day late**. Assessment Items submitted **more than 10 Calendar Days after the published due date without an approved extension**, or **more than 10 Calendar Days after the revised due date where an extension has been granted,** will receive a **Mark of zero**. | |

Academic Integrity

Your time at university is an opportunity to develop the knowledge and the skills you will need to succeed in your chosen profession. [Academic integrity](https://policy.usq.edu.au/documents/14132PL) is essential in ensuring the quality of your education and development. Academic Integrity means acting with the values of honesty, trust, fairness, and respect in learning, teaching and research. It celebrates the genuine achievements made by yourself and your peers.

Breaches of academic integrity undermine your development and the ability of you to work at the level needed after you graduate. [Academic Misconduct](https://policy.usq.edu.au/documents/14132PL) includes but is not limited to Plagiarism, Collusion, Cheating and Contract Cheating, Use of Artificial Intelligence tools (such as ChatGPT), Impersonation, Misrepresentation and Falsification, Self-Plagiarism and Solicitation.

To help maintain the integrity of your work within your degree, USQ has sophisticated detection systems that monitor all assessment for indicators of academic misconduct. When you submit an assessment item, all the details are recorded and can be referred to if we suspect academic misconduct has occurred. [Penalties](https://policy.usq.edu.au/documents/14727PL#4.7) may be applied retrospectively in circumstances where a breach is identified after completion of a course.

We understand that when you take on a university study program, you might be in a time poor, high-pressure situation. From time to time the temptation might be there to take short cuts that lead to instances of academic misconduct.

If you are ever feeling pressured or the temptation to submit work that is not your own arises, don’t do it. Instead, get the free support you need from USQ.

Contact your Course Examiner, [iconnect](https://www.usq.edu.au/iconnect) or your Library [Learning Advisor](https://www.usq.edu.au/library/study-support/online-study-support) for free support.

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| --- | --- | --- | --- |
| Assignment 1 Rubric | | | |
| Student Name: Click here to enter text. | | Date: Click here to enter a date. | |
| Student ID: Click here to enter text. | Weighting: 30% | Mark: Click here to enter text. | / 100 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | 100 – 85% | 84 – 75% | 74 – 65% | 65 – 50% | 49 – 0% |
| Analyse core information systems concepts to develop appropriate professional and ethical approaches for legal, security and privacy issues typically encountered by IT professionals | Has **resolved** the organisational problems in the development of the **Documentation Worksheet**, including **accurate and detailed discussion** on the purpose, structure. protection, and user notes, and a **brief description** of the formulas & functions for the Decision Support System (DSS). | Has **attempted to** **resolve** the organisational problems in the development of the **Documentation Worksheet**, including **accurate and detailed discussion**, with **no more than one flaw or inconsistency**, on the purpose, structure. protection, and user notes, and the **brief description** of the formulas & functions for the Decision Support System (DSS). | Has **attempted to** **resolve** the organisational problems in the development of the **Documentation Worksheet**, including **accurate and detailed discussion**, with **no more than three flaws or inconsistencies**, on the purpose, structure. protection, and user notes, and the **brief description** of the formulas & functions for the Decision Support System (DSS). | Has **attempted to** **resolve** the organisational problems in the development of the **Documentation Worksheet**, including **accurate and detailed discussion**, with **more than three flaws or inconsistencies**, on the purpose, structure. protection, and user notes, and the **brief description** of the formulas & functions for the Decision Support System (DSS). | Has **attempted but not resolved** the organisational problems in the development of the **Documentation Worksheet**, with limited **accurate discussion** on the purpose, structure. protection, and user notes, and the **brief description** of the formulas & functions for the Decision Support System (DSS).  . |
| Has **resolved** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion** on why a Decision Support System (DSS) is appropriate for the business. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **no more than one flaw or inconsistency**, on why a Decision Support System (DSS) is appropriate for the business. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **no more than three flaws or inconsistencies**, on why a Decision Support System (DSS) is appropriate for the business. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **more than three flaws or inconsistencies**, on why a Decision Support System (DSS) is appropriate for the business. | Has **attempted but not resolved** the organisational problems in the development of the **Progress Report Memo**, with limited **accurate discussion** on why a Decision Support System (DSS) is appropriate for the business. |
| Has **resolved** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion** on the developmental stages of the Decision Support System (DSS) using the System Thinking approach (**inputs, processes, outputs, and feedback**). | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **no more than one flaw or inconsistency**, on the developmental stages of the Decision Support System (DSS) using the System Thinking approach (**inputs, processes, outputs, and feedback**). | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **no more than three flaws or inconsistencies**, on the developmental stages of the Decision Support System (DSS) using the System Thinking approach (**inputs, processes, outputs, and feedback**). | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **more than three flaws or inconsistencies**, on the developmental stages of the Decision Support System (DSS) using the System Thinking approach (**inputs, processes, outputs, and feedback**). | Has **attempted but not resolved** the organisational problems in the development of the **Progress Report Memo**, with limited **accurate discussion** on the developmental stages of the Decision Support System (DSS) using the System Thinking approach (**inputs, processes, outputs, and feedback**). |
| Has **resolved** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion** about each formula and function used to develop the calculations on each worksheet, and how each formula and function solved the business problem. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **no more than one flaw or inconsistency**, about each formula and function used to develop the calculations on each worksheet, and how each formula and function solved the business problem. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **no more than three flaws or inconsistencies**, about each formula and function used to develop the calculations on each worksheet, and how each formula and function solved the business problem. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **more than three flaws or inconsistencies**, about each formula and function used to develop the calculations on each worksheet, and how each formula and function solved the business problem. | Has **attempted but not resolved** the organisational problems in the development of the **Progress Report Memo**, with limited **accurate discussion** about each formula and function used to develop the calculations on each worksheet, and how each formula and function solved the business problem. |
| Has **resolved** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion** on the findings from the Analysis of the Scenario Summary and how the business should use them. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion** on the findings from the Analysis of the Scenario Summary and how the business should use them. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **no more than three flaws or inconsistencies**, on the findings from the Analysis of the Scenario Summary and how the business should use them. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **more than three flaws or inconsistencies**, on the findings from the Analysis of the Scenario Summary and how the business should use them. | Has **attempted but not resolved** the organisational problems in the development of the **Progress Report Memo**, with limited **accurate discussion** on the findings from the Analysis of the Scenario Summary and how the business should use them. |
| Has **resolved** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion** on why each of the charts (chart data and chart type) were selected to visualise the data to the business. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion** on why each of the charts (chart data and chart type) were selected to visualise the data to the business. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **no more than three flaws or inconsistencies**, on why each of the charts (chart data and chart type) were selected to visualise the data to the business. | Has **attempted to** **resolve** the organisational problems in the development of the **Progress Report Memo**, including **accurate and detailed discussion**, with **more than three flaws or inconsistencies**, on why each of the charts (chart data and chart type) were selected to visualise the data to the business. | Has **attempted but not resolved** the organisational problems in the development of the **Progress Report Memo**, with limited **accurate discussion** on why each of the charts (chart data and chart type) were selected to visualise the data to the business. |
| Has developed and **identified three of the most obvious** as well as **more than one obscure but relevant ethical considerations** in the Progress Report Memo within the case study business context. | Has developed and **identified two of the most obvious** as well as **more than one obscure but relevant ethical considerations** in the Progress Report Memo within the case study business context. | Has developed and **identified two of the most obvious** and **one obscure but relevant ethical considerations** in the Progress Report Memo within the case study business context. | Has developed and **identified the most obvious and relevant ethical considerations** in the Progress Report Memo within the case study business context. | Has **not identified** any obvious or relevant ethical considerations. |
| Criteria Weighting | **30** | **25** | **20** | **15** | **0** |
| Criteria Mark: | **Click here to enter text. / 30 Marks** | | | | |
| Click here to enter text. / 30 Mark |  |  |  |  |  |
| Apply information systems skills to develop practical solutions to real-world business problems using a decision support system | Has **applied the information systems practical skills** necessary to create the Decision Support System, demonstrated by the accurate development of the Index, Data Input and Calculation worksheets. | Has **apply the information systems practical skills** necessary to create the Decision Support System, demonstrated by the accurate development of the Index, Data Input and Calculation worksheets, with **no more than one flaw or inconsistency**. | Has **apply the information systems practical skills** necessary to create the Decision Support System, demonstrated by the accurate development of the Index, Data Input and Calculation worksheets, with **no more than three flaws or inconsistencies**. | Has **apply the information systems practical skills** necessary to create the Decision Support System, demonstrated by the accurate development of the Index, Data Input and Calculation worksheets, with **more than three flaws or inconsistencies**. | Has **attempt to apply the information systems practical skills** necessary to create the Decision Support System, but there is **limited demonstrated of these skills** in the development of the Index, Data Input and Calculation worksheets. |
| Has **applied the information systems practical skills** necessary to create the required formulas to **produce relevant output** within the spreadsheet, **without any** **cell reference** or **mathematical errors** that will impact on the scenario summary results. | Has **applied the information systems practical skills** necessary to create the required formulas to **produce relevant output** within the spreadsheet, with **no more than one cell reference** or **mathematical errors** that will impact on the scenario summary results. | Has **applied the information systems practical skills** necessary to create the required formulas to **produce relevant output** within the spreadsheet, with **no more than three cell reference** or **mathematical errors** that will impact on the scenario summary results. | Has **applied the information systems practical skills** necessary to create the required formulas to **produce relevant output** within the spreadsheet, with **more than three cell reference** or **mathematical errors** that will impact on the scenario summary results. | L**imited demonstration of information systems practical skills** in the development of the required formulas that will impact on the scenario summary results. |
| Has **interpreted and applied general Excel functions** (SUM and VLOOKUP) to new situations, with **no incorrect structure or missing parameters** that will impact on the scenario summary results. | Has **interpreted and applied general Excel functions** (SUM and VLOOKUP) to new situations, with **no more than one incorrect structure or missing parameters** that will impact on the scenario summary results. | Has **interpreted and applied general Excel functions** (SUM and VLOOKUP) to new situations, with **no more than three incorrect structure or missing parameters** that will impact on the scenario summary results. | Has **interpreted and applied general Excel functions** (SUM and VLOOKUP) to new situations, with **more than three incorrect structure or missing parameters** that will impact on the scenario summary results. | L**imited demonstration of information systems practical skills** in the development of the required **general Excel functions** (SUM and VLOOKUP) that will impact on the scenario summary results. |
| Has **interpreted and applied Excel Logic functions** (Nested IF, IF/AND, SUMIF and COUNTIF) to new situations, with **no incorrect structure or missing parameters** that will impact on the scenario summary results. | Has **interpreted and applied Excel Logic functions** (Nested IF, IF/AND, SUMIF and COUNTIF) to new situations, with **no more than one incorrect structure or missing parameters** that will impact on the scenario summary results. | Has **interpreted and applied Excel Logic functions** (Nested IF, IF/AND, SUMIF and COUNTIF) to new situations, with **no more than three incorrect structure or missing parameters** that will impact on the scenario summary results. | Has **interpreted and applied Excel Logic functions** (Nested IF, IF/AND, SUMIF and COUNTIF) to new situations, with **more than three incorrect structure or missing parameters** that will impact on the scenario summary results. | L**imited demonstration of information systems practical skills** in the development of the required **Logic functions** (Nested IF, IF/AND, SUMIF and COUNTIF) that will impact on the scenario summary results. |
| Has **applied the information systems practical skills** necessary to create the What-IF Analysis using the **Scenario Summary tool**, to create the Eight Scenarios, with **no errors as a result of incorrect changing cell values**. | Has **applied the information systems practical skills** necessary to create the What-IF Analysis using the **Scenario Summary tool**, to create the Eight Scenarios, with **no more than one error as a result of incorrect changing cell values**. | Has **applied the information systems practical skills** necessary to create the What-IF Analysis using the **Scenario Summary tool**, to create the Eight Scenarios, with **no more than three errors as a result of incorrect changing cell values**. | Has **applied the information systems practical skills** necessary to create the What-IF Analysis using the **Scenario Summary tool**, to create the Eight Scenarios, with **no more than three errors as a result of incorrect changing cell values**. | L**imited demonstration of information systems practical skills** in the development of the What-IF Analysis using the **Scenario Summary tool**, to create the Eight Scenarios. |
|  | Has **applied the information systems practical skills** necessary to create the What-IF Analysis using the **Scenario Summary tool**, to produce a correctly **modified** and **formatted** Summary Worksheet that identifies the **significant data** requested (Optimal Total Sales, Optimal Total Freight Outwards, Optimal Total Profit, Minimum Number of Discounts Applied, Maximum Number of Discounts Applied, and the Optimal Scenario) in the task, **with no errors**. | Has **applied the information systems practical skills** necessary to create the What-IF Analysis using the **Scenario Summary tool**, to produce a correctly **modified** and **formatted** Summary Worksheet that identifies the **significant data** requested (Optimal Total Sales, Optimal Total Freight Outwards, Optimal Total Profit, Minimum Number of Discounts Applied, Maximum Number of Discounts Applied, and the Optimal Scenario) in the task, **with no more than one error**. | Has **applied the information systems practical skills** necessary to create the What-IF Analysis using the **Scenario Summary tool**, to produce a correctly **modified** and **formatted** Summary Worksheet that identifies the **significant data** requested (Optimal Total Sales, Optimal Total Freight Outwards, Optimal Total Profit, Minimum Number of Discounts Applied, Maximum Number of Discounts Applied, and the Optimal Scenario) in the task, **with no more than three errors**. | Has **applied the information systems practical skills** necessary to create the What-IF Analysis using the **Scenario Summary tool**, to produce a correctly **modified** and **formatted** Summary Worksheet that identifies the **significant data** requested (Optimal Total Sales, Optimal Total Freight Outwards, Optimal Total Profit, Minimum Number of Discounts Applied, Maximum Number of Discounts Applied, and the Optimal Scenario) in the task, **with more than three errors**. | L**imited demonstration of information systems practical skills** in the development of the Summary Worksheet and / or **no significant data** requested in the task has been identified. |
| Criteria Weighting | **40** | **33.5** | **26.5** | **20** | **0** |
| Criteria Mark: | **Click here to enter text. / 40 Marks** | | | | |
| Communicate practical solutions to issues dealing with implementation of appropriate information systems to both technical and non-technical audiences within a business context | The concepts expressed on the Documentation Worksheet were **written in a clear and concise manner** to communicate the intended information in a language appropriate for a technical audience. | The concepts expressed on the Documentation Worksheet were **coherent and comprehendible, and well written**, in a manner that communicates the intended information in a language appropriate for a technical audience. | The concepts expressed on the Documentation Worksheet were **coherent and comprehendible, and well written, with minor inconsistent use of language** that would be suitable for a technical audience. | The concepts expressed on the Documentation Worksheet were **coherent and comprehendible, but sometimes not well written, with some inconsistent use of language**, that would be suitable for a technical audience. | The concepts expressed on the Documentation Worksheet **lacked coherence and difficult to comprehend or the language was** not suitable for a technical audience. |
| The concepts expressed on the Progress Report Memo were **written in a clear and concise manner** to communicate the intended information in a language appropriate for a technical audience. | The concepts expressed on the Progress Report Memo were **coherent and comprehendible, and well written**, in a manner that communicates the intended information in a language appropriate for a technical audience. | The concepts expressed on the Progress Report Memo were **coherent and comprehendible, and well written, with minor inconsistent use of language** that would be suitable for a technical audience. | The concepts expressed on the Progress Report Memo were **coherent and comprehendible, but sometimes not well written, with some inconsistent use of language**, that would be suitable for a technical audience. | The concepts expressed on the Progress Report Memo **lacked coherence and difficult to comprehend or the language** was not suitable for a technical audience. |
| Created **three (3) relevant charts**, demonstrating **all requested charting elements** (legends, data labels, axis titles, axis scales, and trendlines) as appropriate, with **all three charts** developed **using an appropriate chart type**, and containing **relevant data that is suitable for the selected chart type**, to communicated to a non-technical audience. | Created **three (3) relevant charts**, demonstrating **most of the requested charting elements** (legends, data labels, axis titles, axis scales, and trendlines) as appropriate, with **all three charts** developed **using an appropriate chart type**, and containing **relevant data that is suitable for the selected chart type**, to communicated to a non-technical audience. | Created **three (3) relevant charts**, demonstrating **most of the requested charting elements** (legends, data labels, axis titles, axis scales, and trendlines) as appropriate, with **at least two (2) charts** developed **using an appropriate chart type**, and containing **relevant data that is suitable for the selected chart type**, to communicated to a non-technical audience. | Created at least **two (2) relevant charts**, demonstrating **most of the requested charting elements** (legends, data labels, axis titles, axis scales, and trendlines) as appropriate, with **at least one (1) chart** developed **using an appropriate chart type**, and containing **relevant data that is suitable for the selected chart type**, to communicated to a non-technical audience. | Created **less than two (2) charts**, and / or demonstrated **limited use of the requested charting elements**, or that did not contain **relevant data** or use an **appropriate chart type**, to communicated to a non-technical audience. |
| Criteria Weighting | **30** | **25** | **20** | **15** | **0** |
| Criteria Mark: | **Click here to enter text. / 30 Marks** | | | | |

**Additional Feedback:**