

ACHIEVED

✓ B.P3,BC.D3

BLACKPOOL SIXTH

Blackpool Sixth Form Ticket Booking System

I have been given the opportunity to create a spreadsheet for Blackpool Sixth Form.

This job is to create a spreadsheet which can be used for printing and reserving tickets for audience members, as well as providing a forecast for ticket sales.

This can be done by entering real data sets which have been provided by Blackpool Sixth Form.

The spreadsheet must excel in ease of use and be usable by people who have little to no experience with spreadsheets.

This spreadsheet will track all of the overall financing for the ticket sales for the Blackpool Sixth Form Production Group.

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JOB LOG

	<div> <div>✓B.P3,B.M2,BC.D3</div> <div>JOB LOG</div> </div>	Start date	End date	Status Started / Completed	REVIEW OF THE TASK
1	Client requirements - what does the client want	16/4/24	16/4/24	Completed	This task was a simple way to narrow down the client brief into only its most important points. This is from the layouts of the sheets, to the overall usability of the project itself. This helped me to understand the exact guidelines which I am working under and allows me to focus on these points only.
2	Design the layout and presentation of the spreadsheet	19/4/24	23/4/24	Completed	Designing the layout of the spreadsheet was a simple way to keep the overall sheet looking professional. The presentation has been split into 7 different slides.The layout has been spread out evenly to be easier on the eyes with the Blackpool Sixth Form College logo in the top right hand corner of every page.
3	Design the worksheet and structure of the spreadsheet	19/4/24	23/4/24	Completed	The structure of the spreadsheet has been made to provide areas of where each table of data will be placed, this allows adequate designing to be produced and if this design were to be passed onto a developer, this could be made easily. The worksheets have been designed to use the Blackpool Sixth Form College colours. These colours were included in the client requirements as they must be used in the spreadsheet I am creating.
4	Design the formulas in the spreadsheet	23/4/24	24/4/24	Completed	Designing the formulas which will be used in my spreadsheet is a very important and crucial part as this ensures that all of the functions of the spreadsheet work and produce accurate forecasts or actual amounts of data with the imported data given. Some formulas are easier to create than others, due to the fact that they require less parameters, with VLOOKUP requiring the most input itself from the Lookups table. Other formula such as COUNTA or =IF can be created easier due to the little requirements they have.
5	Design the navigation of the spreadsheet	23/4/24	24/4/24	Completed	The navigation system is a crucial part for the spreadsheet. This is as the HUD on the spreadsheet application software will be hidden. This navigation system will be using macros to allow for this navigation, and will ensure that people can find their way around the system easily and effectively, this was simple to set up and allows any developers to build this into the spreadsheet themselves for Blackpool Sixth Form College.

	✓B.P3,B.M2,BC.D3 Task name/description	Start date	End date	Status Started / Completed	REVIEW OF THE TASK
6	Get feedback on my designs - Screenshot the emails	26/4/24	26/4/24	Completed	Gaining feedback on my designs was a tougher process than originally thought due to the practice of using emails for communication. However, I was able to get a vast range of feedback from the user who viewed my designs. I was given 3 different improvements which I could have made to my designs, which ensure that my spreadsheet will be of a very high quality.
7	Change my designs designs based on the feedback	30/4/24	30/4/24	Completed	I was able to use the feedback given to make changes to my design. Since these changes were only to my designs, I was able to ensure my spreadsheet will be high quality before building the spreadsheet itself. These changes were not drastic and allowed me to improve the functions and layout of my spreadsheet. This was not too difficult of a process as it was only on the designs, which was a very helpful step in this development process.
8	Build the spreadsheet based on the client requirements and changed designs	30/4/24	30/4/24	Completed	Using the designs and annotations which I had created earlier, I was able to create a spreadsheet which is identical to the given designs. This was a simple process as I was able to use my designs to see every aspect of my spreadsheet, being layout, formatting and text and font sizes I also used the client requirements to abide by the constraints, which included not editing the Blackpool Sixth Form Logo and using the baseline colours for Blackpool Sixth Form. (Colours being grey and plum)
9	Get feedback on my designs - Screenshot the emails	1/5/24	5/5/24	Completed	After creating my spreadsheet, i was able to gather some feedback and recommendations for improvement from the other developer I was working with. This ensures that the spreadsheet is of high quality and functionality, and will provide Blackpool Sixth Form with all of the utilisations that they need, I was given 3 recommendations, and will us these in my development.

	✓B.P3,B.M2,BC.D3 Task name/description	Start date	End date	Status Started / Completed	REVIEW OF THE TASK
10	Amend the spreadsheet based on the feedback and my development of knowledge	4/5/24	5/5/24	Completed	I had used the information and feedback that I was given to make crucial improvements to my spreadsheet development. This will ensure that my spreadsheet is of the highest quality. Some improvements were more difficult to make than others due to the span of each task. However, all improvements were able to be completed and developed to be sent to Blackpool Sixth Form.
11	Test the spreadsheet before sending the completed spreadsheet to the client	4/5/24	5/5/24	Completed	Testing the spreadsheet was a simple task yet is crucial as it ensures that all functionality is working as intended. By allowing a secondary user to test all of the features on my spreadsheet, I can see if a new user, such as the clients, would be able to utilise my spreadsheet without any issues.
12	Create a 'staff training' video of the completed Spreadsheet.	6/5/24	6/5/24	Completed	Creating the video was the most difficult part of this job as a whole. The video needed to be perfect as this is what was going to be used for training any staff who are going to be using this spreadsheet. I described all features of the spreadsheet, and showed how all macros worked as well as showing how to book a ticket, this was very necessary for training all staff in the future for Blackpool Sixth Form.
13	Evaluation	7/5/24	7/5/24	Completed	The evaluation was a simple task due to all of the information that I had noted down into the job log and many other aspects of this development process such as the peer marking also. The evaluation was an analysis on every sheet that Blackpool Sixth Form needed and shows how each and all of the ticket booking systems worked.
14	Task Management & Review	8/5/24	8/5/24	Completed	This was the final part of my task list and one of the most important. My task was to keep note of all tasks completed in a job log and note down any and all obstacles which I had faced. Overall this was a simple task due to the extent of the writing that I had used in my job log to keep track of all of my task management. The review is very necessary as Blackpool Sixth Form needed to be kept up to date with my task requirements.

CLIENT REQUIREMENTS

✓ C.P5,B.M2,BC.D2,BC.D3

QUESTION	RESPONSE
Who is your client and what do they do?	My client for this job is the Blackpool Sixth Form College. They are a friendly and high achieving college who are located in the Town of Blackpool and they provide A Level and BTEC education to people aged 16-19. They are the home to a well ran theatre with excellent facilities where they are able to host productions. Blackpool Sixth Form rents their equipment for productions to be hosted.
What are you being asked to produce?	I am being asked to create a spreadsheet model for Blackpool Sixth Form, this will allow them to record Forecasts and Predictions on how successful a production night can be with ticket sales and overall costs / profits. This will also allow audience members to be added to the audience list, as I am to create a way for audience members to book tickets and print out a physical copy.
What images do you have to create?	I do not need to create any images specifically for the use of this spreadsheet, this is due to the fact that all of the images which I need to use are supplied to me by the client Blackpool Sixth Form, as their logo needs to be used throughout the spreadsheet.
Explain the navigation and how it will work (interactive content) Talk about the user interface	<p>The navigation of the system is needed to allow the users to safely use other sheets, which include the booking of ticket sheets, as the lower bar will be hidden at the end, the navigation bar is crucial as this provides a way to move around a sheet.</p> <p>The user interface is important as we need to ensure that users who have little to no experience surrounding spreadsheet application software.</p>
What constraints do you have and what time limitations?	I have many constraints which must be followed, these being: Using the blackpool sixth form logo, and the logo cannot be edited. I also need to create a user interface so that the client can navigate through sheets. The fonts must also be Sans Serif and NOT comic sans. There is also colour guidelines which must be followed, and they must be applied to the whole worksheet.
Usability - how will the user interact with the spreadsheet?	The users can interact with the spreadsheet through the ticket system. Users can book tickets through the spreadsheet, which involves selecting a seat, printing the ticket after selecting the correct ticket type, and adding the audience member to the worksheet.

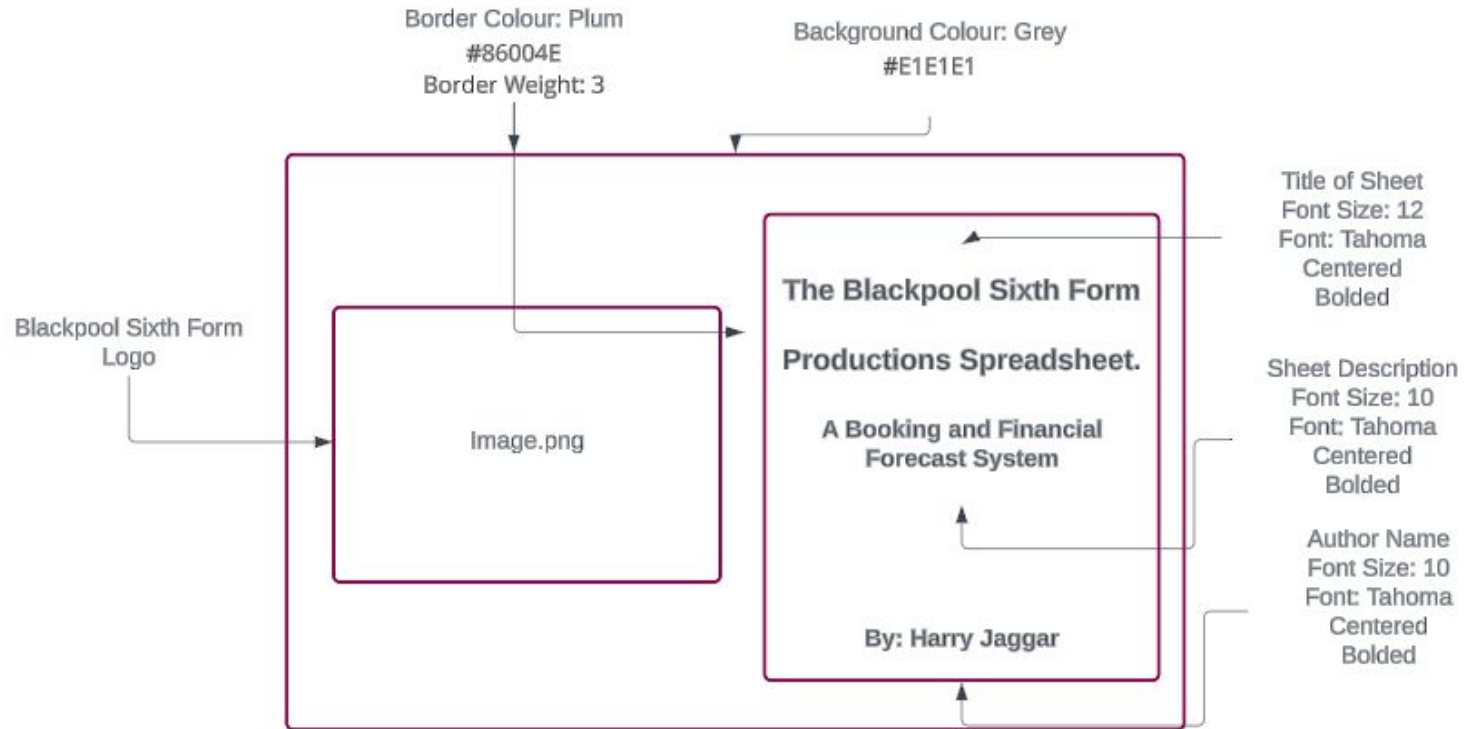
From reading the requirements in the previous slide, answer the following:

✓ C.P5,B.M2,BC.D2,BC.D3

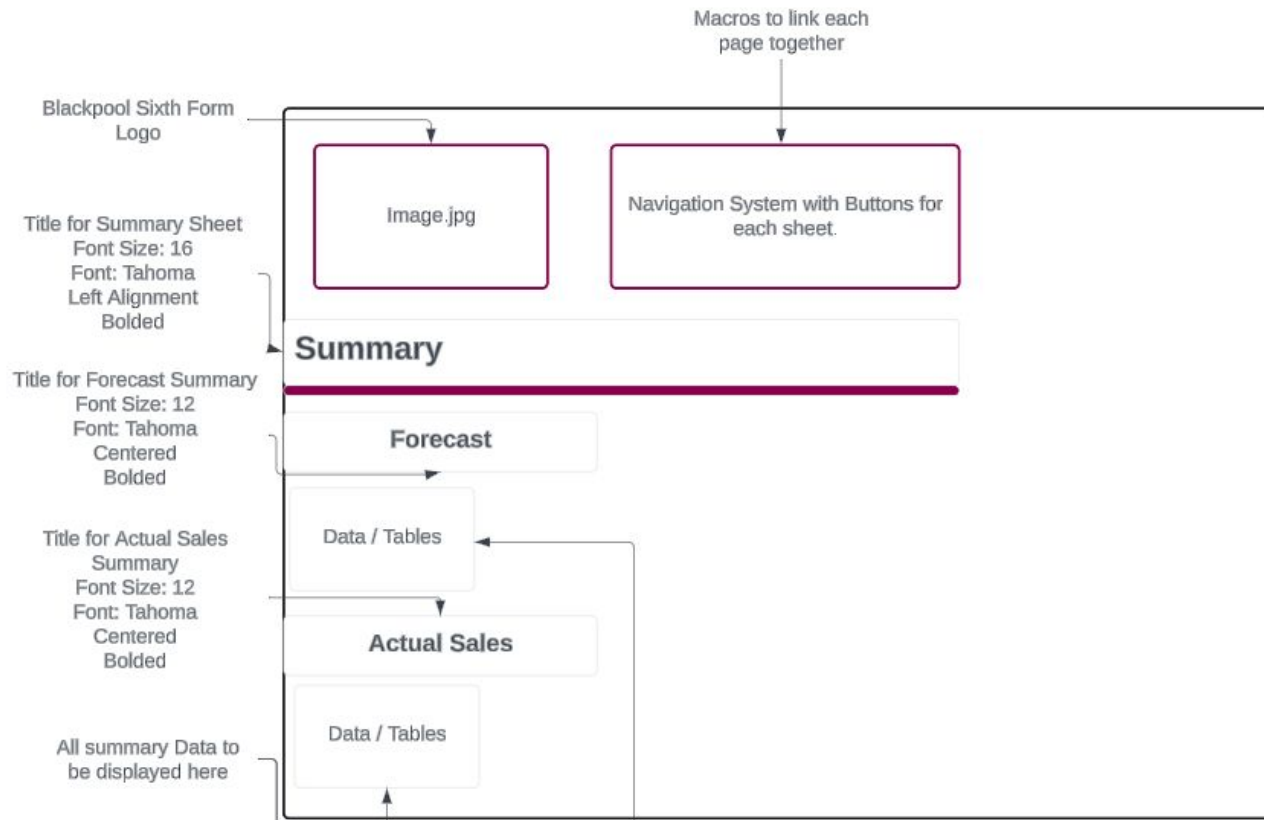
Sheets	RESPONSE
What will be on the summary sheet?	The summary sheet will contain information from all other sheets to provide a detailed analysis on information given to us by the client. In the summary they need to know the Forecast Income and Ticket Sales, the Total Hiring Costs, the amount of money that needs to be made from confectionery to break even and the estimated profit from the production night.
What will be on the audience members sheet?	This sheet will allow the audience members to add their name and details onto a list of all of the audience members who have bought tickets. This will allow for analysis of data due to the list of audience members being able to be searched for information by the clients themselves, to work out the demographic of the ticket finances.
What will be on the reserve and print tickets sheet?	On the reserve and print tickets sheet, a physical ticket will be able to be created, this will copy the audience members' details over to the ticket, which can then be printed out using a macro to show physical proof of owning a ticket. You will then also be able to copy this information over to the Audience Members sheet.
What will be on the costs sheet?	This costs sheet will have a long list of all of the equipment which is to be purchased as needed for the shows. The user will have the capability to choose the quantity of items and production material and this should then also work out the overall costs for the individual items themselves, as well as also showing a total cost for all of the rented equipment.
What will be on the financial forecast sheet?	The Client needs a sheet which displays a financial forecast for the production night, which calculates the likely sales of the tickets, the amounts of tickets which are still needing to be sold, the income made from selling tickets on production night and the profit made from selling confectionery, if any profit was made. This will help with analysis of data and will also link with the summary sheet.
What will be on the seating layout sheet?	The seating layout spreadsheet consists of the full stage seating plan, as well as a button with a macro which allows for the seat to be bought and marked as occupied. This selected seat will then be copied to the reserve and print tickets page

ANNOTATED WORKSHEET DESIGNS

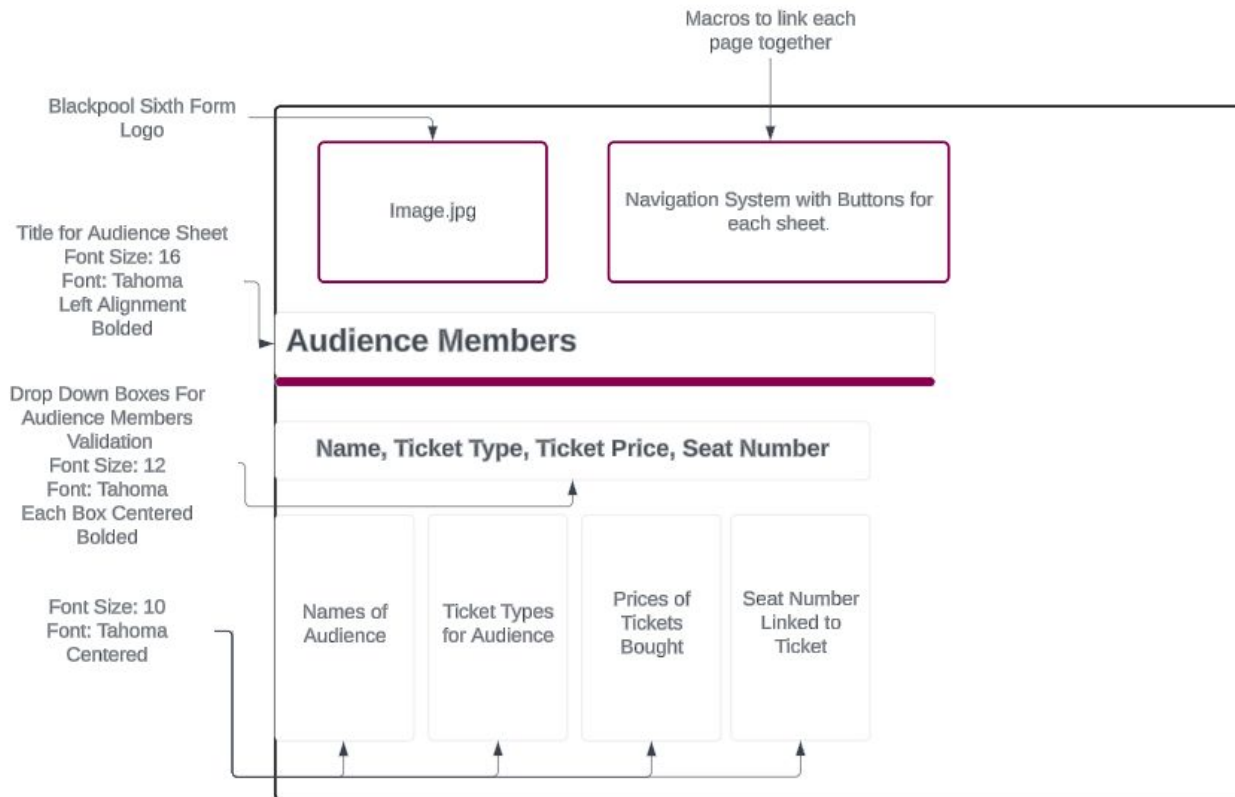
SPLASH SCREEN - WIREFRAME



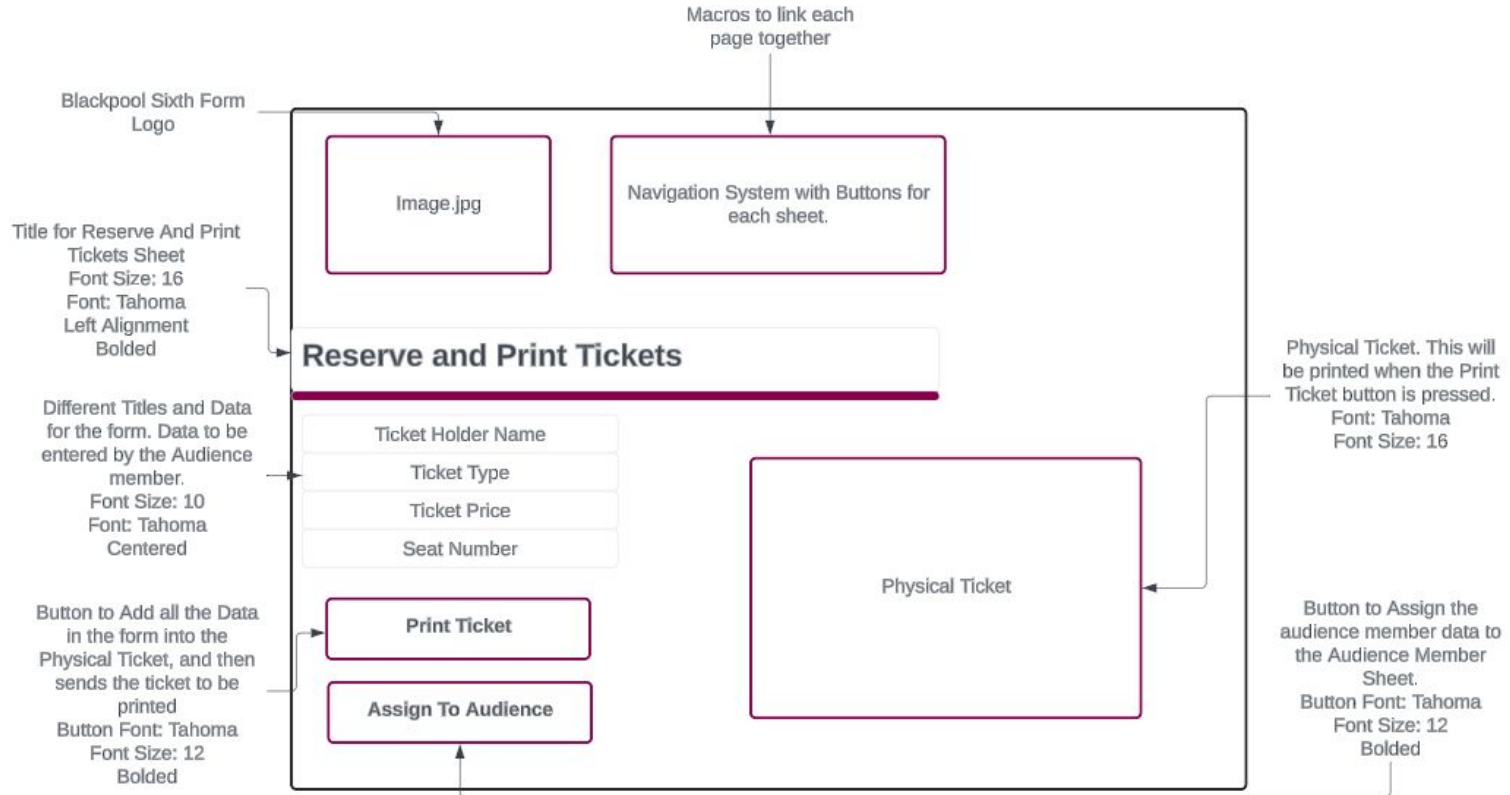
SUMMARY LAYOUT - WIREFRAME



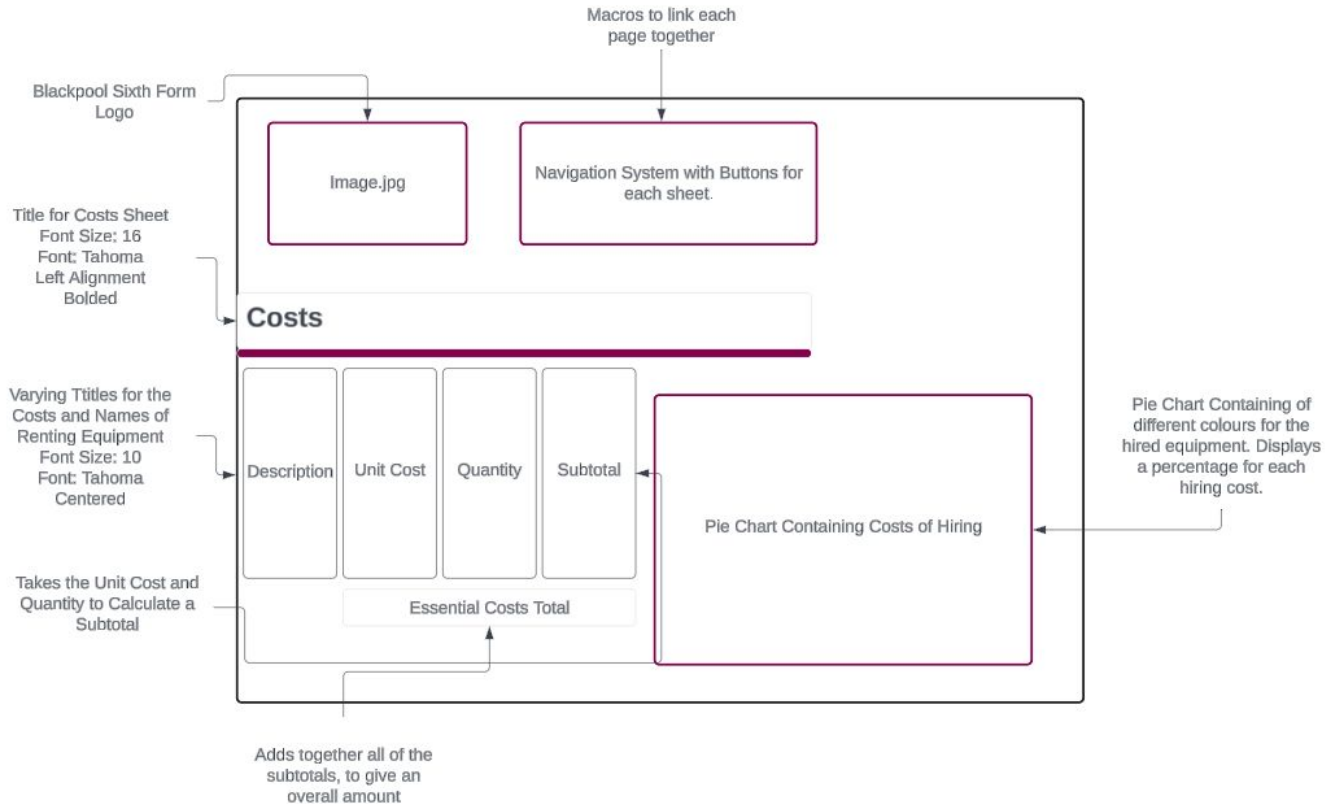
AUDIENCE MEMBERS - WIREFRAME



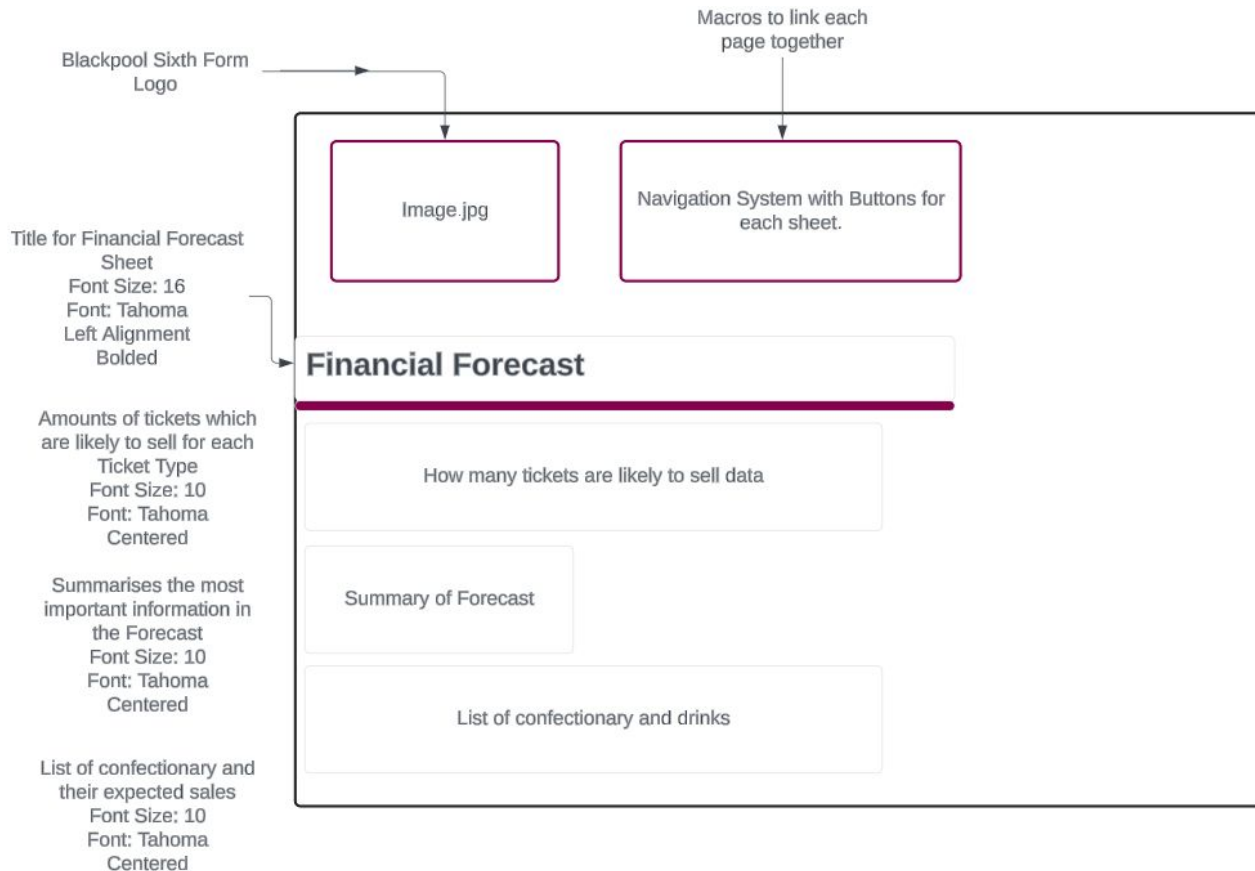
RESERVE & PRINT TICKET - WIREFRAME



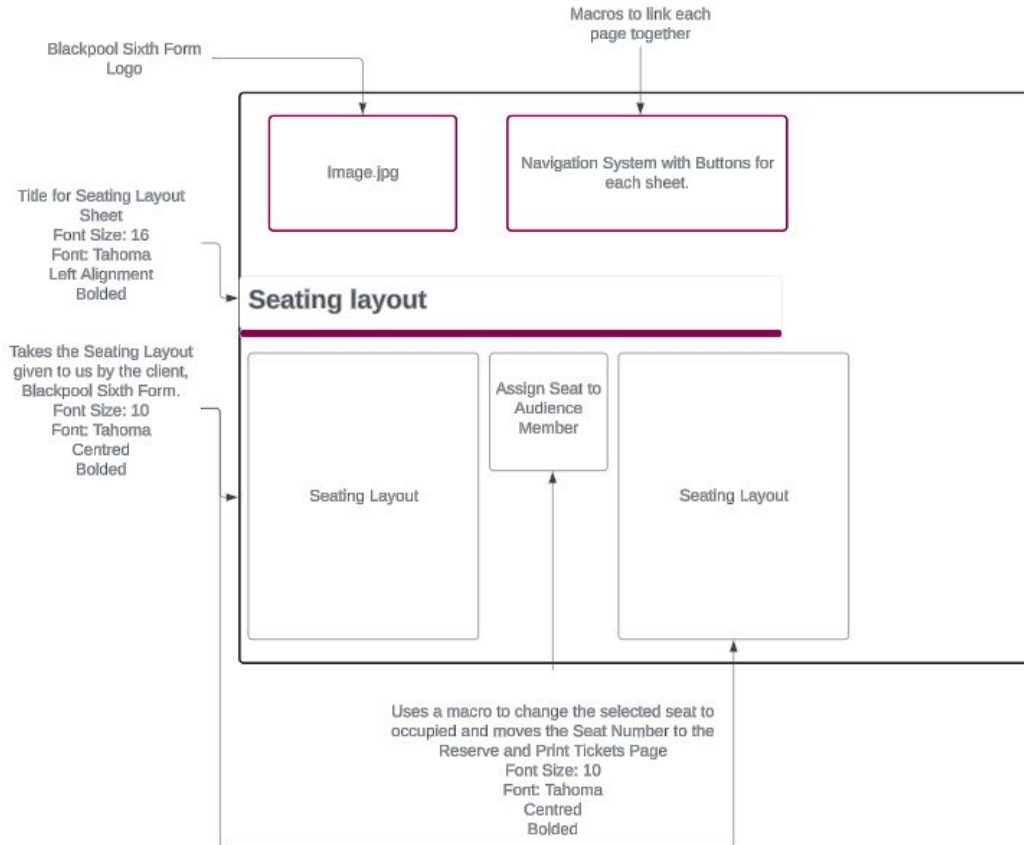
COST - WIREFRAME



FINANCIAL FORECAST - WIREFRAME



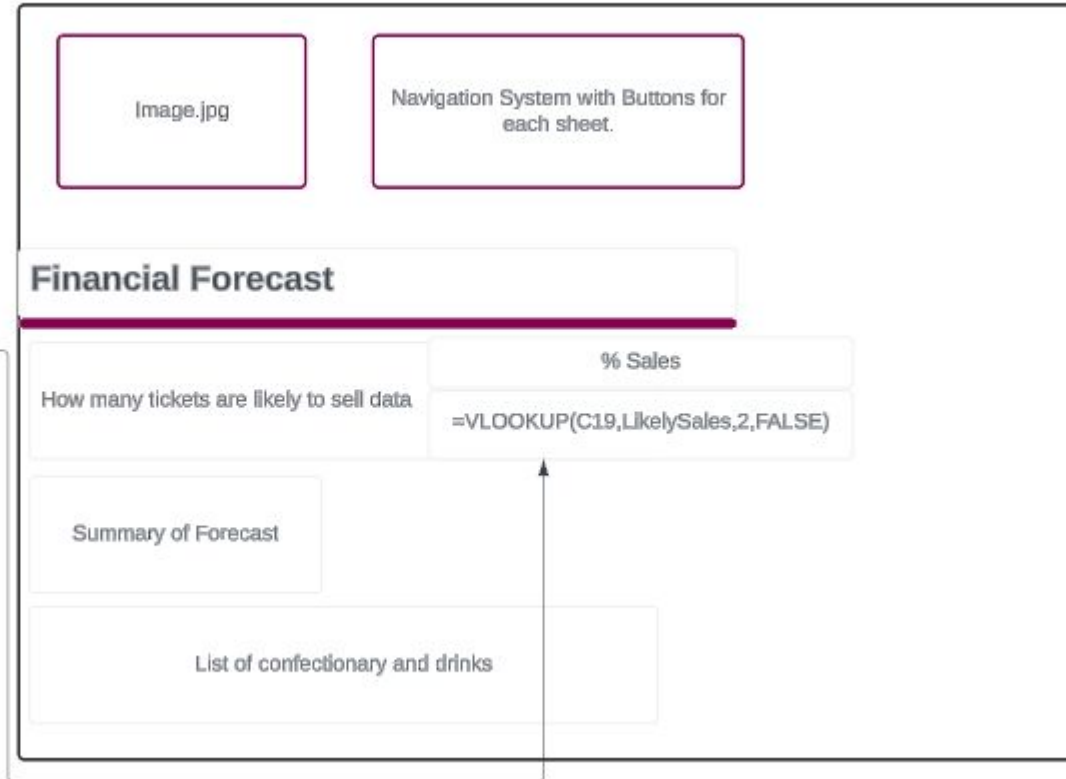
SEATING LAYOUT - WIREFRAME

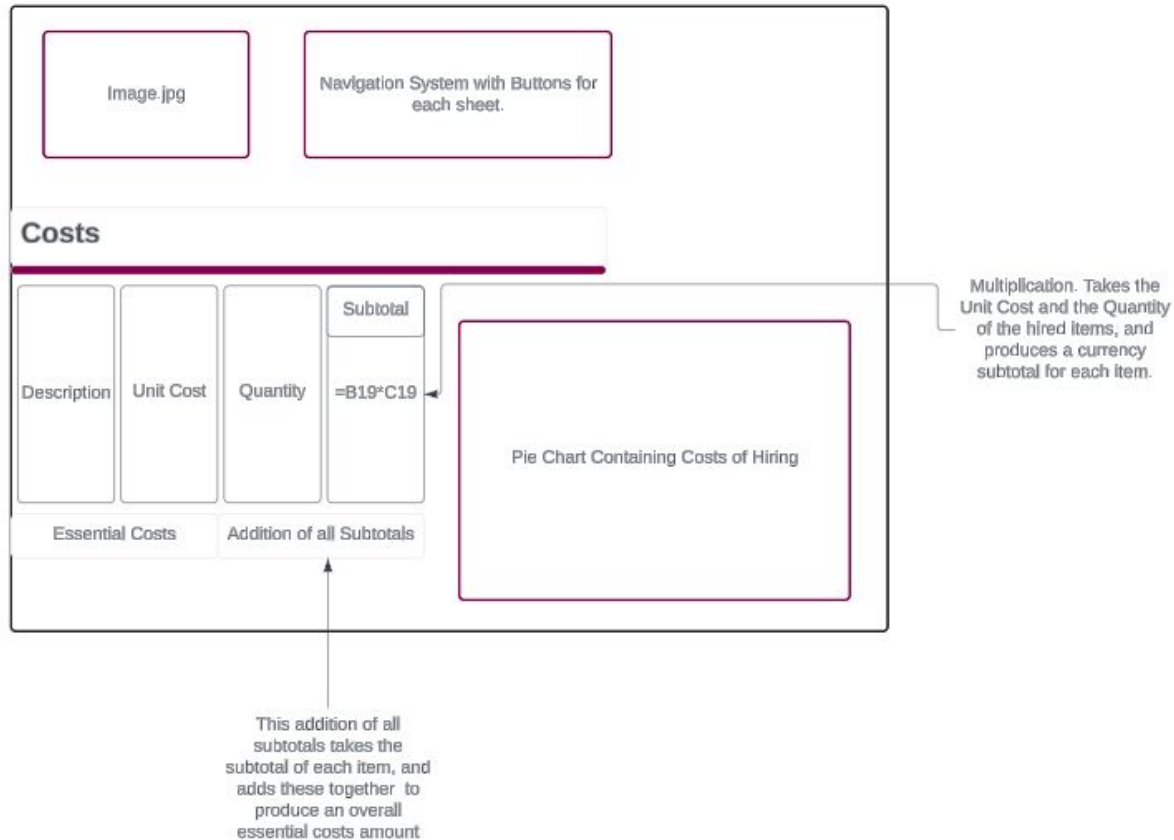


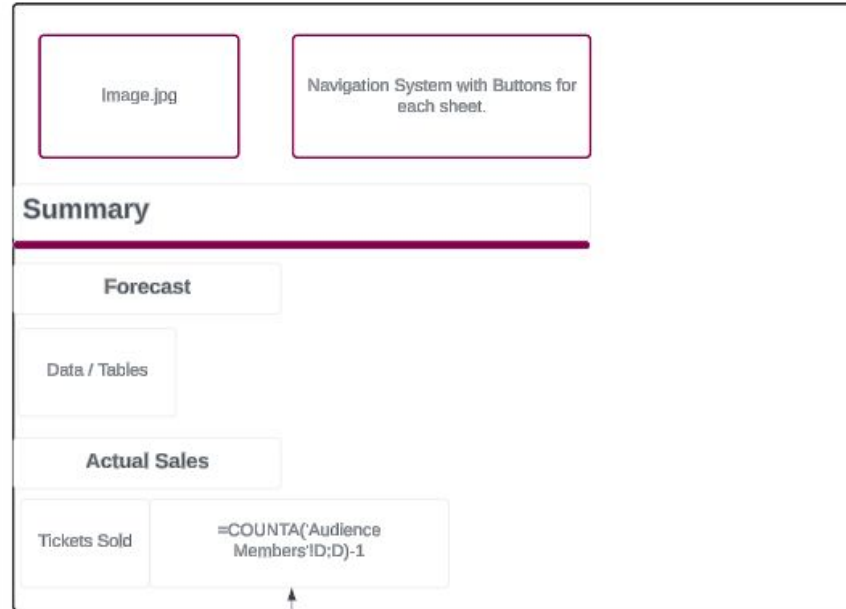
FORMULA AND FUNCTION DESIGNS

VLOOKUPS - WIREFRAME

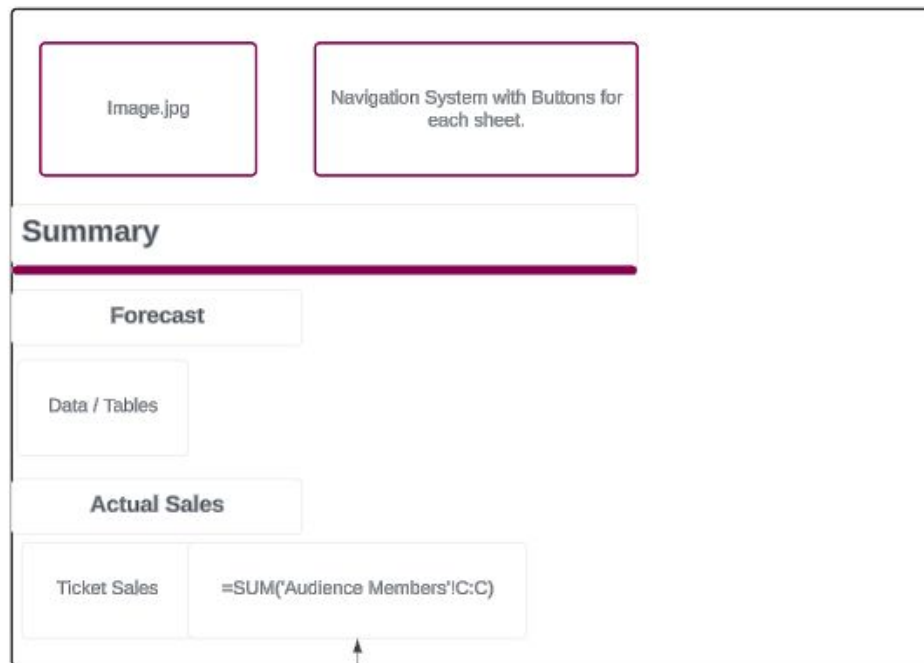
VLOOKUP, this will take information from the % of sales from the lookup sheet, this contains the likeliness to sell an amount of tickets compared to the price



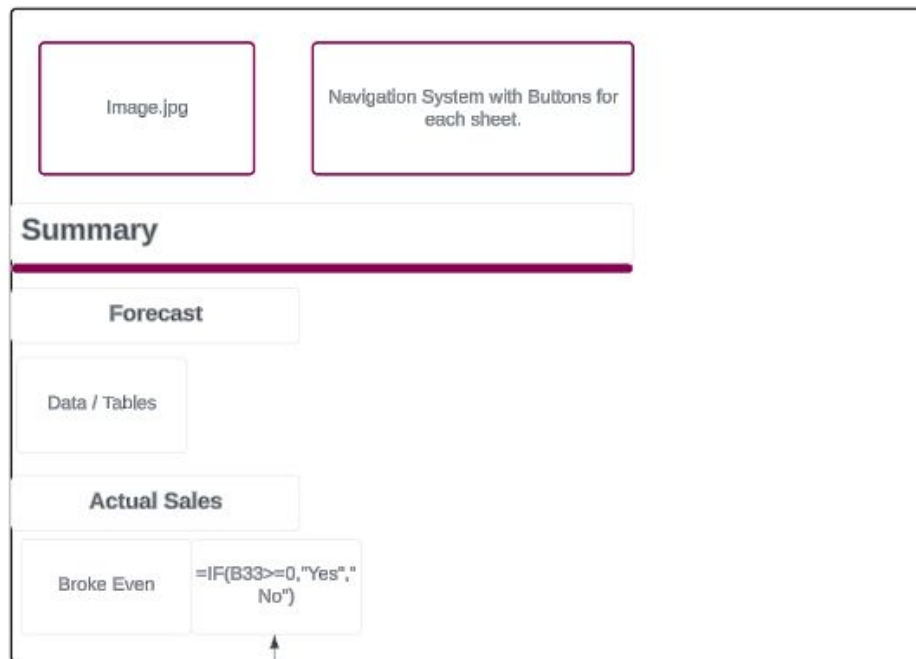




COUNTA, this counts the individual records of a table, in this example, each audience member is counter and produces an amount of tickets which have been sold.



This function is called an =SUM, this will add together a range of different cells, even if the range of cells is evergrowing. In this example, This will SUM all of the ticket costs for each audience member, and show the money made on ticket sales.



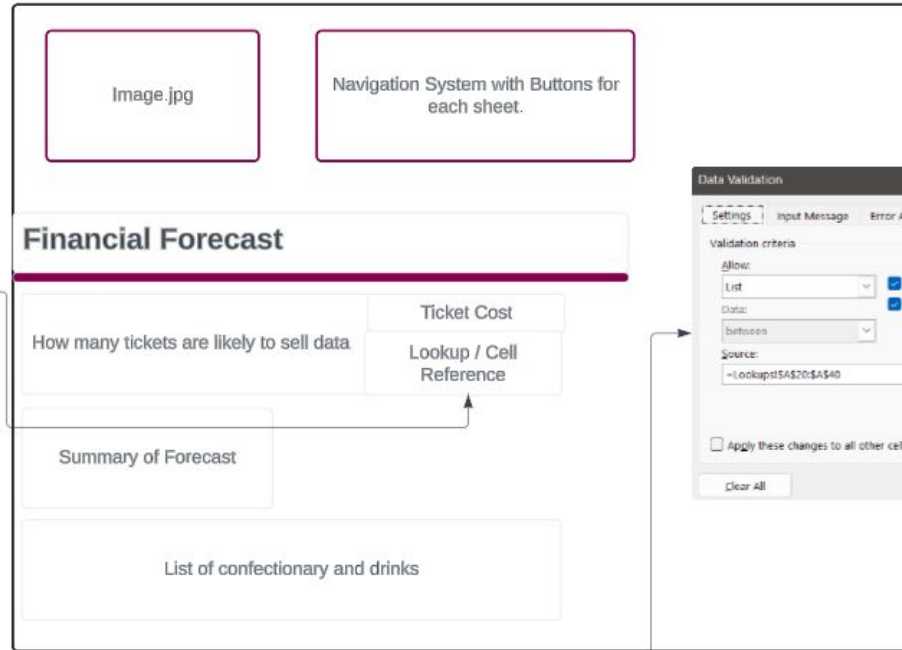
This function is called an =IF. This will provide two different messages depending on the targets which we have set. If the target isn't met, then No will be displayed, if the target is met, then it will display a Yes/

In this example, if the money made is equal to or above the forecasted profit, then it will say that we have broken even, if we have not broken even then a No message will be displayed.

Cell reference formulas e.g. referencing another sheet in the spreadsheet - WIREFRAME

✓ B.P3,BC.D3

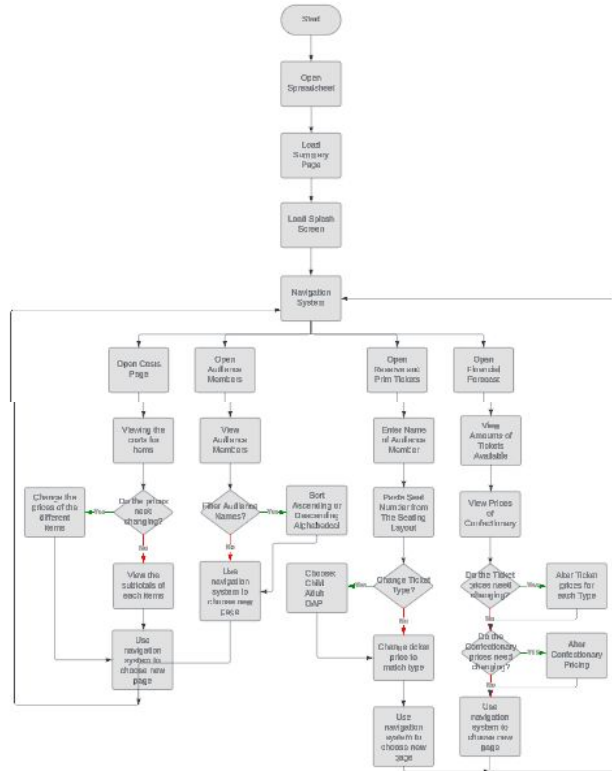
The Ticket Costs have been referenced from the Lookups sheet itself, this is so we can display the different prices of the tickets which are available.



This is the formula which I have used for the Cell Reference, which refers back to the Lookups Sheet.

✓B.P3,BC.D3 Navigation Diagram

Navigation Diagram



Navigation Explanation

After opening the spreadsheet, you are met with a splash screen which is displayed on the summary page for 5 seconds.

The navigation system will be located next to the B6FC Logo where it will display options to travel to different pages.

On the Costs page, it displays the costs for all of the hired items and materials, if the prices for these items need to be changed, they can be. This then displays the subtotal for each item.

Opening the Audience Members page shows a list of all of the audience members which are attending the event. You will have the option to filter these audience names ascending or descending in alphabetical order.

Opening the Reserve and Print tickets page allows for a ticket to be booked. This is by entering a name for the audience member, and choosing a ticket type which matches the audience member's age. The seat number from the seating layout will also be pasted over to the ticket.

Opening the Financial Forecast will allow the user to see the amount of tickets available for purchase, as well as the prices of confectionery which is being sold to the audience members at the event. The prices for both of these can be changed at any time.

PEER REVIEW - FEEDBACK ON WORKBOOK DESIGNS

Evidence of communicating with your reviewer

SHARE - REVIEW

Max Kennedy

Harry Jaggar shared a presentation

Dear Max,

I am sharing a document with you which provides information and designs for a spreadsheet which I am making for Blackpool Sixth Form College, this spreadsheet will aim to provide a booking system for production tickets, as well as analytics and forecasts for money made on production nights.

Please could you review my designs in the worksheet and provide feedback including improvements which I could make.

Thank you very much,

Harry Jaggar



Max Kennedy

to me ▾

Fri, 26 Apr, 17:11 (11 days ago) ☆ ↶ ⋮

Dear Harry,

Thank you for your email.

I have reviewed your spreadsheet designs and I believe your designs to be sufficient in aiding a user accessing the spreadsheet, but I have some improvements you could make.

1. Conditional Formatting in your designs could be labelled to help a user in making the spreadsheet, which can provide a more in depth view upon certain elements financially. For example, if profit is not made and is shown in a cell, conditional formatting can help you to display this in a red font or cell colour to bring more impact.
2. In your Navigation diagram, the lookups sheet should be included somewhere as the lookups allow certain elements of your spreadsheet to transfer data and information between sheets.
3. In the wireframes, more detail could be added to the navigation menu, including the colour of the buttons and how they will be laid out. This could be one of the B6FC plum or grey colours, but it should be specified either way.

I hope these amendments help!

Thanks,
Max

EMAIL 2 - TESTING

Max Kennedy

Testing Of My Spreadsheet

Hi Max,

I hope you are doing well. I am sending this email over as I would love if you were able to view my spreadsheet and test all of the functions and layout to see if there are any improvements or recommendations you can give.

I will look forward to hearing from you soon.

Thank you,

Harry Jaggar

Testing My Spreadsheet Inbox x



Max Kennedy

to me ▾

📧 Thu, 2 May, 23:45 (12 hours ago) ☆ ↶ ⋮

Hi Harry,

I hope you are doing well. The reason I am sending you this email is that I would love if you were able to view my spreadsheet and test all of the functions and layout to see if there are any improvements or recommendations you can give.

I will look forward to hearing from you soon.

Thank you,

Max

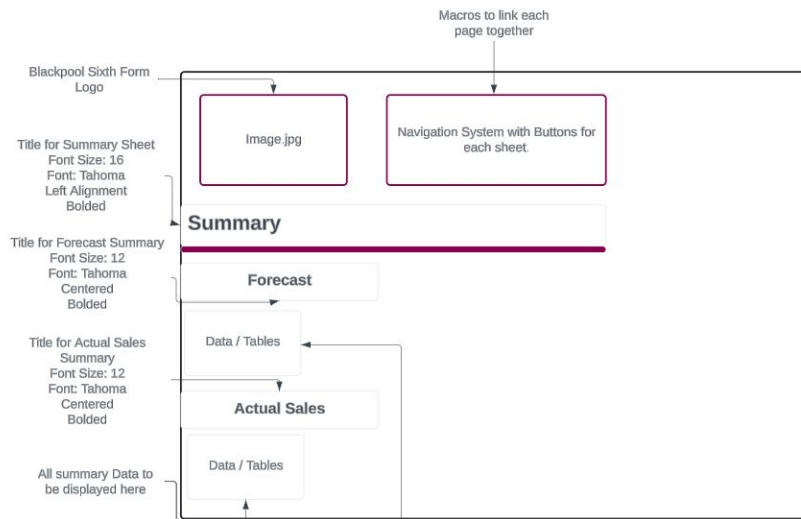
Review of designs

NAME OF PEER MARKING PARTNER: Max Kennedy	
Have I labelled fonts, colours and sizes	Yes/No
Do you think my design meet the user requirements?	Yes/No
Is the design clear and can you make out everything needed on the pages?	Yes/No
Have I included a range of formulas such as =SUM, =COUNTA and =VLOOKUP	Yes/No
Have I labelled conditional formatting in at least one place in my design	Yes/No
Are there sufficient description labels so you can understand what the data is	Yes/No
Have I included a visual representation of data e.g. graphs	Yes/No
Have I included a sufficient user interface for the user to interact with?	Yes/No
Make a minimum of 3 recommendations as to how I can improve my designs: 1.Conditional Formatting 2.Lookups in Navigation 3.More detail in navigation menu	

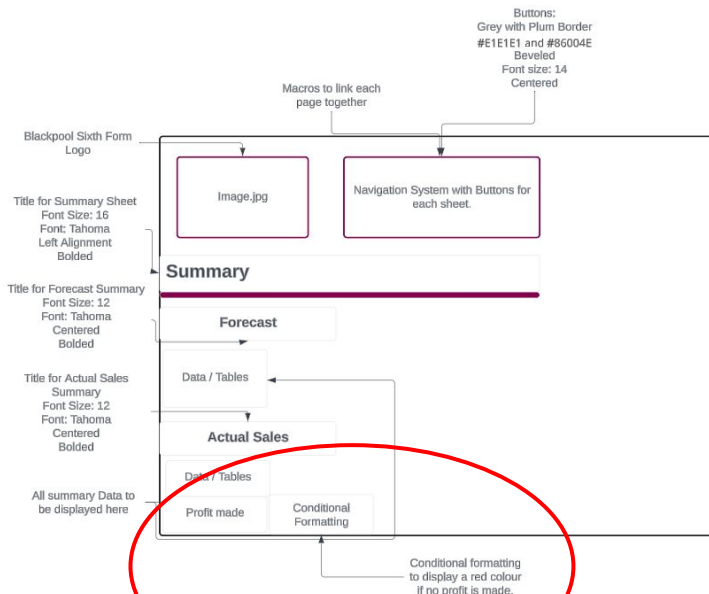
RESPONSE TO FEEDBACK AMENDED DESIGNS & JUSTIFICATION

Screenshot of your design before the change/s

✓ BC.D3,B.M2,M3



Screenshot of design after you have made the change/s

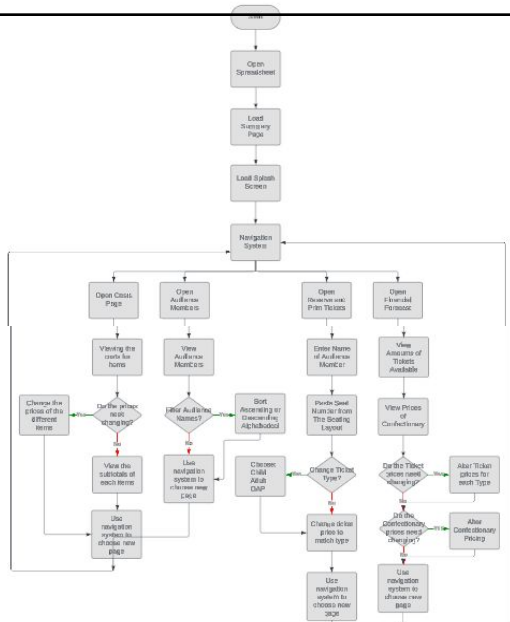


Explanation of your changes and why you have made them:

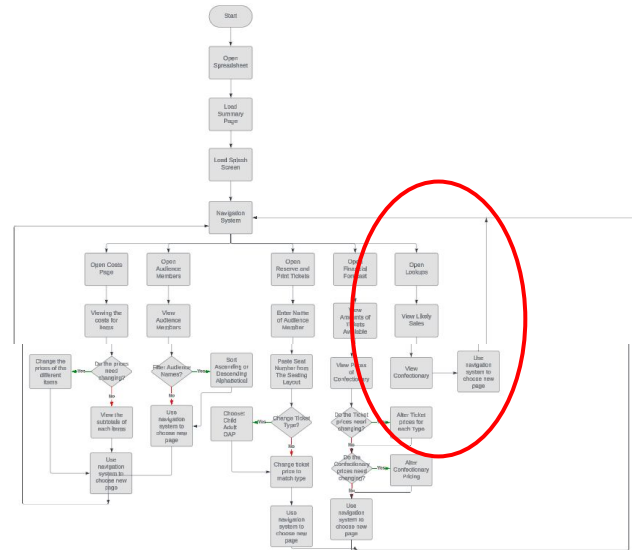
Adding conditional formatting into my spreadsheet was a requirement needed during the peer marking stage, this was needed as there is to be some visual representation of profits or losses on my summary page, this can be used for profits and losses, or difference to the forecasted amount of tickets sold, either way, this is a must have for my spreadsheet.

Screenshot of your design before the change/s

✓BC.D3,B.M2,M3



Screenshot of design after you have made the change/s

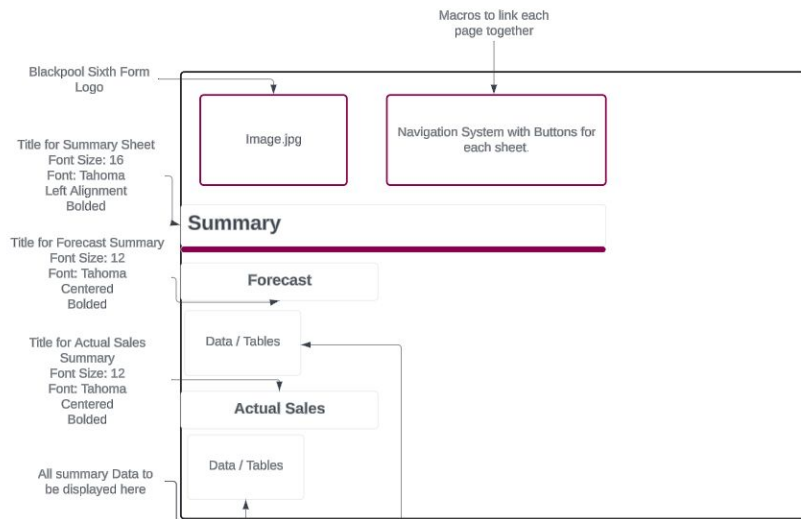


Explanation of your changes and why you have made them:

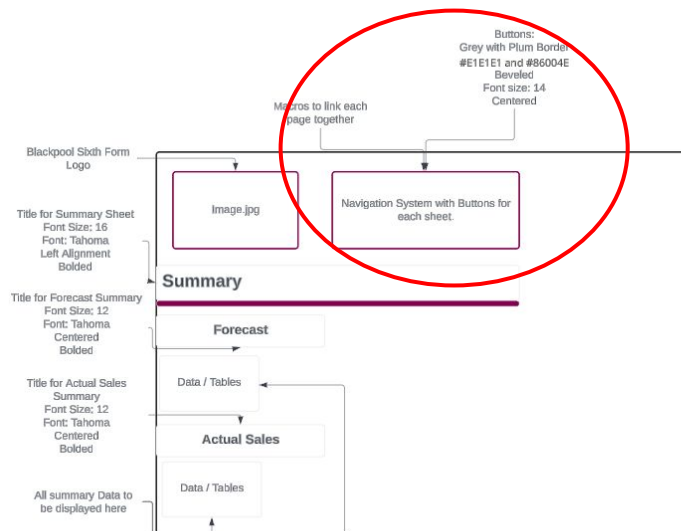
I have made these changes as needed due to the fact that a lookups sheet is very crucial and necessary for the success of my spreadsheet, this will update all of the VLOOKUPs which are present in my system, this is needed as all forecast values will be different compared to the lookups on the sheet.

Screenshot of your design before the change/s

✓ BC.D3,B.M2,M3



Screenshot of design after you have made the change/s



Explanation of your changes and why you have made them:

My navigation system diagrams were not fully developed and did not explain the colours and formatting used, this would be confusing for any person who would be developing this spreadsheet. My changes were to add these formatting annotations to include the font sizes, alignment and colours.

DATA MODEL

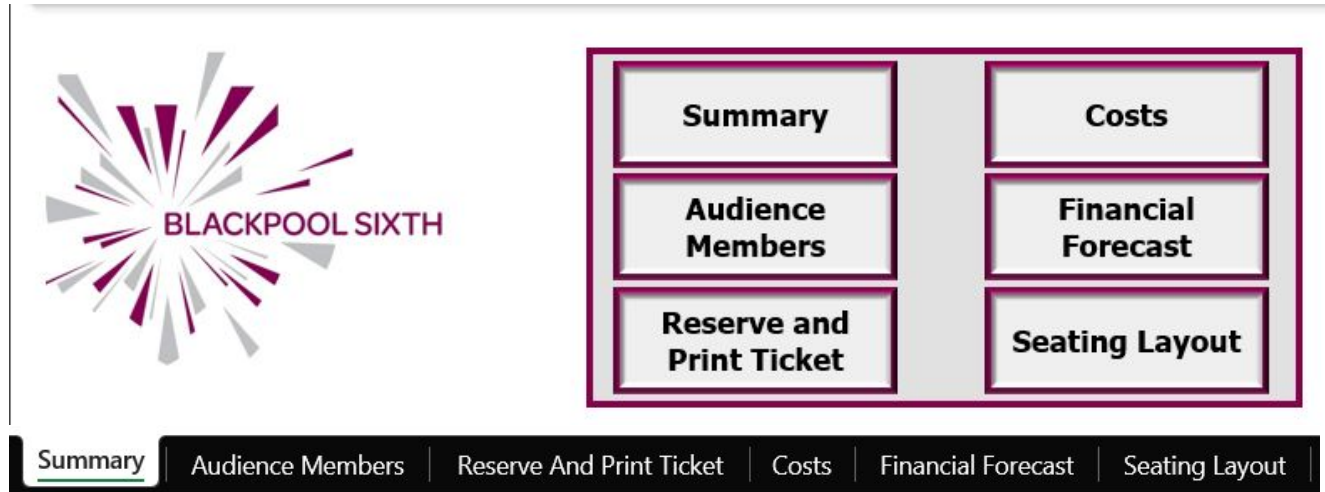
This Splash Screen appears when the user opens the spreadsheet. This splash screen states the title of the spreadsheet, along with the Blackpool Sixth Form College Logo. This screen will appear for 5 seconds before loading the summary sheet.



**The Blackpool Sixth Form
Productions Spreadsheet.**

**A Booking and Financial
Forecast System.**

By: Harry Jaggar



This is the main menu page which shows the Blackpool Sixth Form College logo as well as the navigation buttons system, this will link to each page, which is displayed below on the bottom bar.

Each button is linked to the page by a navigation macro.



Summary	Costs
Audience Members	Financial Forecast
Reserve and Print Ticket	Seating Layout

Each page has the main menu also included, which houses the navigation system and macros.

Summary

Forecast

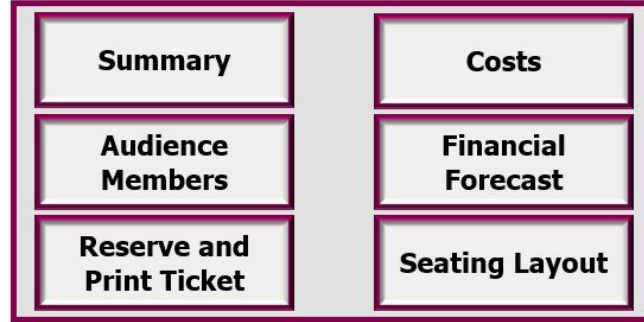
Forecast Income	£532.50
Forecast Ticket Sales	135
Essential Costs	£6,070.00
Money to make on the Night	-£5,537.50
Estimated Profit on the Night	£324.50
Total Likely Profit	£857.00

The Forecast subheading houses all of the different forecasted outcomes. These are gathered from the Financial Forecast page. This shows the forecasted income from both ticket sales and confectionary sales.

Actual Sales

Number of Tickets Sold	4
Ticket Sales	£17.00
Difference to Forecast	-£515.50
Broke Even	No

The Actual Sales subheading shows all of the actual sales of tickets from the tickets which are located on the audience members page.



Each page has the main menu also included, which houses the navigation system and macros.

Audience Members

Name	Ticket Type	Ticket Price	Seat Number
Lily Dodds	Child	£2.00	D11
Harry Jaggar	Adult	£5.50	H10
Max Kennedy	Adult	£5.50	F4
James Hayes	OAP	£4.00	J6

This is a list of all of the audience members who have bought tickets, this lists the Name, Type, Price and Seat Number. This can also be sorted A-Z or Z-A using filters.



Summary	Costs
Audience Members	Financial Forecast
Reserve and Print Ticket	Seating Layout

Each page has the main menu also included, which houses the navigation system and macros.

This macro button will transfer the Audience member information to the physical ticket before printing the ticket.

Reserve And Print Ticket

Enter Name	
Enter Ticket Type	Child
Ticket Price	£2.00
Seat Number	

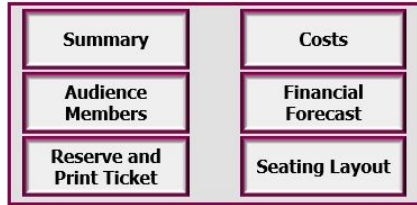
Print Ticket

Add To Audience

BLACKPOOL SIXTH FORM	
Name	
Ticket Type	Child
Ticket Price	£2.00
Seat Number	
OFFICIAL PRODUCTION TICKET	

This is the physical ticket, after clicking the print ticket macro button, the Audience member information will be shown in this ticket, before being selected and printed.

This macro button will copy all of the audience member's information and transfer it into the audience members sheet. This information is transposed meaning it can be displayed differently.

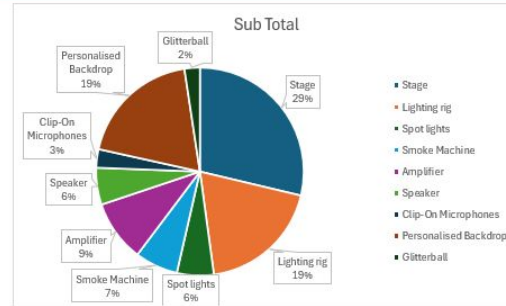


Each page has the main menu also included, which houses the navigation system and macros.

Costs

Description	Unit Cost	Quantity	Sub Total
Stage	£600.00	1	£600.00
Lighting rig	£400.00	1	£400.00
Spot lights	£40.00	3	£120.00
Smoke Machine	£70.00	2	£140.00
Amplifier	£50.00	4	£200.00
Speaker	£30.00	4	£120.00
Clip-On Microphones	£10.00	6	£60.00
Personalised Backdrop	£400.00	1	£400.00
Glitterball	£50.00	1	£50.00

Essential Costs **£2,090.00**



This pie chart shows how much of the essential costs is taken up by each subtotal. Data callouts and colours are used to keep each item visually separate ensuring that data can be analysed easier.

This table shows all of the unit costs and quantities for each hired object or feature. This will then multiply the Quantity and Unit Cost to provide a subtotal for each item

Each subtotal is then added together and provides an overall amount called "Essential costs". This is used elsewhere such as for the summary.



Summary	Costs
Audience Members	Financial Forecast
Reserve and Print Ticket	Seating Layout

Each page has the main menu also included, which houses the navigation system and macros.

Financial Forecast

Ticket Type	Tickets Available	Cost	% Sales	Likely to Sell	Subtotal
Child	84	£2.00	90.00%	76	£151.20
Adult	100	£5.50	55.00%	55	£302.50
OAP	75	£4.00	70.00%	53	£210.00

This part shows the amount of tickets available for each ticket type. This also matches the stated cost with the % of tickets which will be likely sold and produces a subtotal of ticket price for each type.

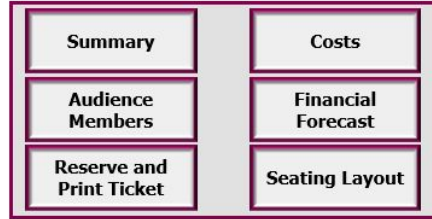
Summary	
Venue Capacity	259
Likely Sales	183
Tickets Left	76
Ticket Income	£663.70
Confectionary Income	£324.50

This is a summary part of the Financial Forecast, this will show the venue capacity, and the likely sales by using a SUM on the Likely to sell ticket amounts. This also displays the amount of money made by tickets and by confectionary sales.

Profit on Production Night			
Item	Item Profit	Estimated Sales	Subtotal
Beer	£1.00	35	£35.00
Wine	£1.00	40	£40.00
Coca-Cola	£0.70	25	£17.50
Lemonade	£0.70	15	£10.50
Water	£0.60	50	£30.00
Crisps	£0.50	40	£20.00
Cake	£1.10	25	£27.50
Programme	£1.60	90	£144.00

This shows a list of confectionery products, with the item profits listed with the estimated sales. The item profits are calculated on the Lookups sheet. This displays a subtotal for money made on each item.

SEATING LAYOUT



Each page has the main menu also included, which houses the navigation system and macros.

Seating Layout

Stage

	1	2	3	4	5	6	7
Row A	A1	A2	A3	A4	A5	A6	A7
Row B	B1	B2	B3	B4	B5	B6	B7
Row C	C1	C2	C3	C4	C5	C6	C7
Row D	D1	D2	D3	D4	D5	D6	D7
Row E	E1	E2	E3	E4	E5	E6	E7
Row F	F1	F2	F3	F4	F5	F6	F7
Row G	G1	G2	G3	G4	G5	G6	G7
Row H	H1	H2	H3	H4	H5	H6	H7
Row I	I1	I2	I3	I4	I5	I6	I7
Row J	J1	J2	J3	J4	J5	J6	J7
Row K	K1	K2	K3	K4	K5	K6	K7
Row L	L1	L2	L3	L4	L5	L6	L7
Row M	M1	M2	M3	M4	M5	M6	M7
Row N	N1	N2	N3	N4	N5	N6	N7

Click here to reserve your seat.
Please ensure that you have clicked onto the seat you wish to book before clicking

	8	9	10	11	12	13	14	
Row A	A8	A9	A10	A11	A12	A13	A14	Row A
Row B	B8	B9	B10	B11	B12	B13	B14	Row B
Row C	C8	C9	C10	C11	C12	C13	C14	Row C
Row D	D8	D9	D10	D11	D12	D13	D14	Row D
Row E	E8	E9	E10	E11	E12	E13	E14	Row E
Row F	F8	F9	F10	F11	F12	F13	F14	Row F
Row G	G8	G9	G10	G11	G12	G13	G14	Row G
Row H	H8	H9	H10	H11	H12	H13	H14	Row H
Row I	I8	I9	I10	I11	I12	I13	I14	Row I
Row J	J8	J9	J10	J11	J12	J13	J14	Row J
Row K	K8	K9	K10	K11	K12	K13	K14	Row K
Row L	L8	L9	L10	L11	L12	L13	L14	Row L
Row M	M8	M9	M10	M11	M12	M13	M14	Row M
Row N	N8	N9	N10	N11	N12	N13	N14	Row N

This middle button is used to reserve a seat and copy the seat number into the Printing ticket page. When clicking the button while having a seat number highlighted, the seat number will change to red meaning it is now taken, and the seat number will be pasted to the reserve and print tickets page.

Row O					O6	O7	
-------	--	--	--	--	----	----	--

O8	O9						
----	----	--	--	--	--	--	--

Row O							
-------	--	--	--	--	--	--	--

TEST THE SPREADSHEET

Questions

You must thoroughly critique each other's work.

Peer Marker: Max Kennedy	
Do all the functions work correctly	After reviewing and thoroughly critiquing this spreadsheet, I have found there to be no issues with the functions inputted to aid the user. All functions that are used withhold the correct information and display a live and updated tracker for the Blackpool Sixth financials on this production.
Choice of fonts and font colours	<p>The choice of font colours inside this spreadsheet are highly appropriate in regards to the clients requirements that include using the house colours of Plum and Gray in accordance to Blackpool Sixth.</p> <p>The choice of Arial font and the font size also presented a professional look to the spreadsheet.</p> <p>The choice of a sans serif font also made it very easy and accessible to read for the user.</p>
Layout of the spreadsheet	<p>The layout of the spreadsheet as a whole is highly professional, with separate sheets for each topic of the production, laid out with adequate blank space between data to allow users to digest it easier.</p> <p>A navigation menu and the Blackpool Sixth logo are ever-present on each slide at the top, to create an organised layout which the client required.</p>
Any other 'issues'	

FINAL .REVIEW

Evidence of communication with your reviewer

Share Spreadsheet

Max Kennedy

Demonstration of Ticket System

Hi Max,

I hope you are well,

I have recently finished building my spreadsheet for Blackpool Sixth Form College and was wondering if I would be able to demonstrate all of the functionality to you, as well as demonstrating how to book a ticket on the system.

Would you also be able to provide three different recommendations for improvements which I could make to my system?

I am looking forward to hearing from you soon.

Thank you,

Harry

Email Received



Max Kennedy

to me ▾

Hi Harry,

Thank you for demonstrating how to access and work your Ticket Booking System. I have answered all questions you asked based on the professionalism and quality of your system. I also have given you 3 improvements you could make to this, to increase the quality as a whole. I hope this helps

Thanks,
Max

Peer Marker Name: Max Kennedy	Y/N	Recommendations for improvement
Is the font readable and professional	Y	Add a small section for the user guide to show somebody through the process of booking tickets for the production. This will help users navigate and understand the spreadsheet as a whole.
Does the alignment of the columns look professional	Y	
Is it easy to navigate between worksheets	Y	
When it was demonstrated, did all formulas work?	Y	Make the splash screen larger so it covers the summary page on startup and fills the user's screen. This will bring the spreadsheet to a higher, more professional standard.
Was there evidence of validation e.g dropdown or length check	Y	
Was there a visual representation of data e.g graph	Y	Add green conditional formatting to your 'Forecast' area of your Summary sheet, so if the 'Difference to financial forecast' and 'Money to make on the night' are above the value '0', the cell will appear green to show the user it is a positive value as opposed to the red cell colour displayed below 0 when it is negative.
Was there evidence of conditional formatting e.g cells changing colour based on value	Y	
Is it clear how the spreadsheet could be used e.g to book tickets.	N	

CHANGES MADE TO SPREADSHEET

Following Peer Marking

Screenshot of your spreadsheet before the change/s

✓ B.M2,C.M3



Summary	Costs
Audience Members	Financial Forecast
Reserve and Print Ticket	Seating Layout

Seating Layout

Stage														
	1	2	3	4	5	6	7							
Row A	A1	A2	A3	A4	A5	A6	A7							
Row B	B1	B2	B3	B4	B5	B6	B7							
Row C	C1	C2	C3	C4	C5	C6	C7							
Row D	D1	D2	D3	D4	D5	D6	D7							
Row E	E1	E2	E3	E4	E5	E6	E7							
Row F	F1	F2	F3	F4	F5	F6	F7							
Row G	G1	G2	G3	G4	G5	G6	G7							
Row H	H1	H2	H3	H4	H5	H6	H7							
Row I	I1	I2	I3	I4	I5	I6	I7							
Row J	J1	J2	J3	J4	J5	J6	J7							
Row K	K1	K2	K3	K4	K5	K6	K7							
Row L	L1	L2	L3	L4	L5	L6	L7							
Row M	M1	M2	M3	M4	M5	M6	M7							
Row N	N1	N2	N3	N4	N5	N6	N7							
Row O	06 07							08 09						

Click here to reserve your seat.

Please ensure that you have clicked onto the seat you wish to book before clicking

Screenshot after you have made the change/s



Summary	Costs
Audience Members	Financial Forecast
Reserve and Print Ticket	Seating Layout

Seating Layout

Stage														
	1	2	3	4	5	6	7							
Row A	A1	A2	A3	A4	A5	A6	A7							
Row B	B1	B2	B3	B4	B5	B6	B7							
Row C	C1	C2	C3	C4	C5	C6	C7							
Row D	D1	D2	D3	D4	D5	D6	D7							
Row E	E1	E2	E3	E4	E5	E6	E7							
Row F	F1	F2	F3	F4	F5	F6	F7							
Row G	G1	G2	G3	G4	G5	G6	G7							
Row H	H1	H2	H3	H4	H5	H6	H7							
Row I	I1	I2	I3	I4	I5	I6	I7							
Row J	J1	J2	J3	J4	J5	J6	J7							
Row K	K1	K2	K3	K4	K5	K6	K7							
Row L	L1	L2	L3	L4	L5	L6	L7							
Row M	M1	M2	M3	M4	M5	M6	M7							
Row N	N1	N2	N3	N4	N5	N6	N7							
Row O	06 07							08 09						

Click here to reserve your seat.
Please ensure that you have clicked onto the seat you wish to book before clicking

How to book a ticket:

Select the seat number that you are wanting to purchase.

After selecting this seat, click the button which allows for a seat to be reserved.

This will then take you onto the Reserve and Print Tickets page.

Enter the name which you wish to be on the ticket.

Select Ticket Type.

Click the print ticket button if you wish to have a physical ticket, and click 'add to audience' to confirm your booking.

Explanation of your change/s:

This recommendation was important as the user needs to know how to utilise the ticket booking system.

This user guide teaches any user who is not an expert with spreadsheet usage.

It contains an in depth guide on how to book any ticket seat, as well as entering all information and printing a ticket.

Screenshot of your spreadsheet before the change/s

✓ B.M2,C.M3



Screenshot after you have made the change/s



Explanation of your change/s:

Originally, my splash screen was rather small and didn't cover much of the content of the summary page, almost making this splash screen obsolete.

By making this splash screen bigger in size, I was able to cover a majority of the summary page and keep the user's attention to the title of the spreadsheet for Blackpool Sixth Form.

Screenshot of your spreadsheet before the change/s

✓ B.M2,C.M3

Summary

Forecast

Forecast Income	£663.70
Forecast Ticket Sales	183

Essential Costs	£2,090.00
Money to make on the Night	-£1,426.30
Estimated Profit on the Night	£324.50

Total Likely Profit	£988.20
---------------------	---------

Actual Sales

Number of Tickets Sold	4
Ticket Sales	£17.00
Difference to Forecast	-£646.70

Broke Even	No
------------	----

Screenshot after you have made the change/s

Summary

Forecast

Forecast Income	£663.70
Forecast Ticket Sales	183

Essential Costs	£650.00
Money to make on the Night	£13.70
Estimated Profit on the Night	£452.30

Total Likely Profit	£1,116.00
---------------------	-----------

Actual Sales

Number of Tickets Sold	4
Ticket Sales	£17.00
Difference to Forecast	-£646.70

Broke Even	No
------------	----

Explanation of your change/s:

When the Money to make on the Night or the difference to forecast originally exceeded £0 to make a profit, there was no indication of a profit being made. By adding in this conditional formatting to highlight when a profit has been made, it is much easier to see when the finances have been managed well.

✓B.P3,C.P5,C.P6,C.P7

Create a Demonstration video

LINK:

https://drive.google.com/file/d/1Fv0mRiHKPuFWKCfbOMzaqn44Y5Z5vxDz/view?usp=drive_link

Problems and limitations you encountered - JOB LOG

Problem 1: The splash screen uses visual basic and excel colour codes to choose the colours of backgrounds on the splash screen, this means I was not able to use the B6FC colours I needed to use for the client brief

Solution: By creating a pre-existing image for the background, I was able to layer all of the labels onto the top of the background image, which utilised the correct hex code colours instead of choosing the closest colour codes to match.

Problem 2: There was some difficulty surrounding the size of the splash screen when creating the screen itself, as there is no way to compare this to the size of the page which it will be displayed on top of.

Solution: Through trial and error, I was able to find a size of splash screen which covered a majority of the screen in the background.

Problem 3: Scaling the Blackpool Sixth Form Logo in the splash screen was a difficult task as the image was not scaled to fit inside the resolution size of the image box which I had created.

Solution: By changing the values of the size of the image, it was able to fit inside of the image boxes which were used on my splash screen.

Problem 4: I had misinterpreted the font sizes which I would have been using when creating my spreadsheet, these sizes needed changing eventually.

Solution: I had to use Excel to see which font sizes and fonts would work best for me to keep inline with the constraints that Blackpool Sixth Form had set.

Problem 5: I had problems originally with my lookups page on my spreadsheet, which meant that my VLookups were not providing me with the correct information that I needed to ensure that all my functions worked correctly and was not dependant on specific values.

Solution: By utilising Named Ranges, I was able to ensure that the only information that was being used was in the specific cells which I had previously selected before using Value Lookups.

EVALUATION OF DATA MODEL AGAINST CLIENT BRIEF

The client requirements stated that I am to make a spreadsheet for Blackpool Sixth Form which contains a variety of pages which all have different functionality and operations.

To start with, the spreadsheet must allow for seats to be booked by the user.

Shown below are screenshots which highlight how to book a ticket on the system, as well as showing all button macros used in order to allow a user to book a ticket.

The client requirements asked for this to be possible, so through the use of four different pages I was able to make this work very well.

Using the macro button, you are able to book a ticket by highlighting this and clicking the button, Which transfers the information across to the Reserve and Print Tickets page.

The user can then enter information such as their name and select their ticket type from a drop Down validation.

This can then be added to the audience to Validate the booking.

This is very helpful for us and matches the Client requirements well, as well as uses the Correct fonts, colours and logos which are Needed to produce a well functioning spreadsheet.

Overall, I can evaluate that my spreadsheet Functions as needed and allows for tickets to be booked.

Enter Name	
Enter Ticket Type	Child
Ticket Price	£2.00
Seat Number	

Add To Audience

How to book a ticket:

Select the seat number that you are wanting to purchase.

After selecting this seat, click the button which allows for a seat to be reserved.

This will then take you onto the Reserve and Print Tickets page.

Enter the name which you wish to be on the ticket.

Select Ticket Type.

Click the print ticket button if you wish to have a physical ticket, and click 'add to audience' to confirm your booking.

Seating Layout

Stage

	1	2	3	4	5	6	7		8	9	10	11	12	13	14	
Row A	A1	A2	A3	A4	A5	A6	A7	<div>Click here to reserve your seat.</div> <div>Please ensure that you have clicked onto the seat you wish to book before clicking</div>	A8	A9	A10	A11	A12	A13	A14	Row A
Row B	B1	B2	B3	B4	B5	B6	B7		B8	B9	B10	B11	B12	B13	B14	Row B
Row C	C1	C2	C3	C4	C5	C6	C7		C8	C9	C10	C11	C12	C13	C14	Row C
Row D	D1	D2	D3	D4	D5	D6	D7		D8	D9	D10	D11	D12	D13	D14	Row D
Row E	E1	E2	E3	E4	E5	E6	E7		E8	E9	E10	E11	E12	E13	E14	Row E
Row F	F1	F2	F3	F4	F5	F6	F7		F8	F9	F10	F11	F12	F13	F14	Row F
Row G	G1	G2	G3	G4	G5	G6	G7		G8	G9	G10	G11	G12	G13	G14	Row G
Row H	H1	H2	H3	H4	H5	H6	H7		H8	H9	H10	H11	H12	H13	H14	Row H
Row I	I1	I2	I3	I4	I5	I6	I7		I8	I9	I10	I11	I12	I13	I14	Row I
Row J	J1	J2	J3	J4	J5	J6	J7		J8	J9	J10	J11	J12	J13	J14	Row J
Row K	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	K13	K14	Row K	
Row L	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	L11	L12	L13	L14	Row L	
Row M	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	Row M	
Row N	N1	N2	N3	N4	N5	N6	N7	N8	N9	N10	N11	N12	N13	N14	Row N	
Row O								O8	O9						Row O	

Click here to reserve your seat.

Please ensure that you have clicked onto the seat you wish to book before clicking

The client requirements also state that there should be a way for a user to print a ticket, and to display a forecast which includes all different financial outcomes.

I have ensured that my whole spreadsheet is tailored towards the client requirements, this overall increases the productivity involved and means the development of my program is a success.

There is a print ticket button on the Reserve and Print Tickets page which will add the information to the physical ticket and then print this out.

This is exactly the function as how it was stated in my client requirements

Likely to Sell
45
55
35

There is also a forecast page which takes information from the lookups page, and displays forecasted information such as ticket sale pricing and amounts sold. And even the amounts of money spent on hiring costs and more.

This also displays the likely amount of money made and displays whether a profit or loss has been made.

Summary	
Venue Capacity	200
Likely Sales	135
Tickets Left	65
Ticket Income	£532.50
Confectionary Income	£324.50

In the client requirements it states that there is to be outcomes for: Likely Sales, Tickets left to sell, Income made and Profit made. These are all displayed in my spreadsheet and can be viewed easily by any user due to all of the functions having been made already.

Print Ticket

BLACKPOOL SIXTH FORM

Name	
Ticket Type	Child
Ticket Price	£2.00
Seat Number	

OFFICIAL PRODUCTION TICKET

With all of the designs and guides which I have shown, including the demonstration video, The Blackpool Sixth Form College should be able to use the spreadsheet functionality perfectly even without having any prior knowledge about spreadsheets.

The values which are used in all formulas and lookups can be changed as the formula are not dependant on the specific values, but the cell the data is presented in itself. This minimises errors and allows my spreadsheet to be the highest of quality.

I was able to create this spreadsheet using all of the information that I had gathered in my Client Requirements, and from the data which I was given to import into the system, such as the Hiring Costs and the pricing of confectionery to be sold on the night of a production.

Overall, the spreadsheet which I have developed, as well as the wireframe designs were produced to be 100 percent perfect even after gaining improvements and critical adjustments from another developer of spreadsheets. This ensures that the clients, Blackpool Sixth Form College, will be content with the results of the work which I have made for them.

Description	Unit Cost	Quantity	Sub Total
Stage	£600.00	1	£600.00
Lighting rig	£400.00	1	£400.00
Spot lights	£40.00	3	£120.00
Smoke Machine	£70.00	2	£140.00
Amplifier	£50.00	4	£200.00
Speaker	£30.00	4	£120.00
Clip-On Microphones	£10.00	6	£60.00
Personalised Backdrop	£400.00	1	£400.00
Glitterball	£50.00	1	£50.00

Essential Costs

£2,090.00

Item	Wholesale Cost	Selling Cost	Profit
Beer	£1.00	£2.00	£1.00
Wine	£1.00	£2.00	£1.00
Coca-Cola	£0.30	£1.00	£0.70
Lemonade	£0.30	£1.00	£0.70
Water	£0.20	£0.80	£0.60
Crisps	£0.30	£0.80	£0.50
Cake	£0.40	£1.50	£1.10
Programme	£0.40	£2.00	£1.60

EVIDENCE OF TASK MANAGEMENT - JOB LOG

Date: 7/5/24

✓BC.D3

Screenshot of evidence:

2

Design the layout and presentation of the spreadsheet

19/4/24	23/4/24	Completed	Designing the layout of the spreadsheet was a simple way to keep the overall sheet looking professional. The presentation has been split into 7 different slides. The layout has been spread out evenly to be easier on the eyes with the Blackpool Sixth Form College logo in the top right hand corner of every page.
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Job Review:

I was able to manage this job well as it was a majority of the development process I was going through for the clients (The Blackpool Sixth Form College) in this job.

This job was to “Design the layout and presentation of the spreadsheet”

This was a simple way to create rough layouts of my spreadsheet without heading straight into the creation itself.

I managed this job well as I commented on all of the process and talked about the difficulty of the situation, which means that after relaying this information on to Blackpool Sixth form, they would know that it is not difficult to recreate these designs.

I also commented on how I kept to the constraints set in place by the client, which involved the core Blackpool Sixth Form colours, as well as the logos involved.

I have also commented on the layout design itself, with how it is appealing to the users who will be accessing this spreadsheet and will have no obstructions visually.

Overall, this project section has been managed well and documented over the course of the job.

Screenshot of evidence:

8 **Build** the spreadsheet based on the client requirements and changed designs

30/4/24

30/4/24

Completed

Using the designs and annotations which I had created earlier, I was able to create a spreadsheet which is identical to the given designs. This was a simple process as I was able to use my designs to see every aspect of my spreadsheet, being layout, formatting and text and font sizes
I also used the client requirements to abide by the constraints, which included not editing the Blackpool Sixth Form Logo and using the baseline colours for Blackpool Sixth Form. (Colours being grey and plum)

Job Review:

This was the main task of my development job and was the main goal of my job overall, to create a spreadsheet for the Blackpool Sixth Form College to use.

I had managed this job especially well due to the fact that there were a lot of different functions and variations of layouts which were needed in this job to be able to produce a high quality functioning spreadsheet.

I managed the job by documenting the process of using the designs and annotations from the designs I created beforehand.

I had used all of the client requirements to do this and overall i think that the job has been managed well.

This task was also reviewed by a peer marker, who gave me recommendations and improvements on the job meaning that I could make this spreadsheet very high quality and the best it can be.

Screenshot of evidence:

12 Create a 'staff training' video of the completed Spreadsheet.

6/5/24	6/5/24	Completed	Creating the video was the most difficult part of this job as a whole. The video needed to be perfect as this is what was going to be used for training any staff who are going to be using this spreadsheet. I described all features of the spreadsheet, and showed how all macros worked as well as showing how to book a ticket, this was very necessary for training all staff in the future for Blackpool Sixth Form.
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Job Review:

This was one of the final steps in the development process of my overall job for the Blackpool Sixth Form College.

This final job was to create a staff training video which will help staff which are not trained in the use of spreadsheets.

This video took a long time to complete as a script was needed to be created beforehand to ensure that all topics and features were discussed and talked about just as what Blackpool Sixth Form would need.

The video also discusses how to book a ticket, as well as managing all of the financial aspects of the spreadsheet.

Overall, this job was managed well as I was able to discuss and talk about all of the different functions of this spreadsheet, in order for it to be used later on in training any staff who do not have a prior use or knowledge of spreadsheet software.