Sample completed form for the Define step of problem solving

Figure	3	•]

Problem Definition

Name Fred Bloggs	
Date Oct 12/05	

Project Trans Pacific Trip

Overview

Create a trip itinerary to Kansai region of Japan for 3 people. Also make recommendation for which city for locating branch office. Present findings in computer presentation and in printed form.

Required Specifications

- Trip itinerary for 3 people:
 - 2 days in Kobe, Kyoto, Osaka
 - Flights
 - Local transportation

 - 2 days of tourist activities (20th century history)
- Presentation to board of directors
 - Outline itinerary and costs
 - Make recommendation for branch office location based on port and financial services
- Printed materials
 - Same content as presentation

Optional Specifications

Evaluation Criteria

- Due in two weeks
- Raw research data 20 marks - 20 marks Trip itinerary
- Recommendation-branch office 20 marks 20 marks Presentation
- 20 marks Printed materials

Signature Pro Side.

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Sample completed form for the Design step of problem solving Figure 3.2

Solution De	sigr
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Name Fred Bloggs Date Oct 13/05 Project Trans Pacific Trib

Subtasks

- Call travel agent and search Internet for the following information for Kobe, Kyoto, Osaka:

 - Hotels
 - Local transportation
 - Tourist activities
 - Port and financial services
- Create trip itinerary
- Formulate recommendation for branch office location
- Create computer-based presentation
- Create printed materials

Resources Needed

- Phone
- Computer with Internet access
- Software:
 - Internet browser
 - Word processor
 - Presentation program
 - Page layout program
- Projector for presentation
- Color printer

Learning Needed

- How do you use Google to find local transportation info for Kobe, Kyoto, and Osaka?
- How do you take images from the Internet and place them on slides in a presentation?
- How do you make points in a presentation appear when the mouse is clicked?

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Team Members **Subtask Timeline Timeline Sheet** 21 22 23 24 25 8 2 October 13 14 15 Month Day search Internet for:

- Flight Info
- Ford Iransportation
- Tourist info
- Port and financial
services info
• Create tilnerary
• Formulate recommendation Trans Pacific Trip Create printed materials Call travel agent and Subtask Project

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Figure 3.4 Sample completed student invoice

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844 - 12 iple Rid <u>i</u> 324	4th Avenue ge, CA		
	h	nvoice	
stomer	TRANS PACIFIC SHIPPING		
-			
	Invalor Novel		
Date	Invoice Number	Teri	ms
Date		Ter DUE ON RECEIPT	ms
OCT 25/0	05	DUE ON RECEIPT	um Mark
OCT 25/0)5 Item	DUE ON RECEIPT Maxim	num Mark

Qty	Item		Maximum	Mark
1	Raw research data		20	۱8
1	Trip Illnerary	Maria Sanda	20	. 7
1	Recommendation for branch office		20	14
1	Computer presentation		20	20
1	Printed report		20	18
	Part Torrest Distriction	1414		
		Total	100	87

Credit marks to Fred Bloggs

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