

Figure 3.1 Sample completed form for the Define step of problem solving

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
 - Hotels
 - 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
- Trip itinerary	- 20 marks
- Recommendation—branch office	- 20 marks
- Presentation	- 20 marks
- Printed materials	- 20 marks

Signature 

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

Solution Design

Name Fred Bloggs

Date Oct 13/05

Project Trans Pacific Trip

Subtasks

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