Outcomes:

Personal and Group Systems and Projects
A student:
P1.1 describes the nature of information processes and information technology
P1.2 classifies the functions and operations of information processes and information technology
P2.1 identifies the information processes within an information system
P5.1 selects and ethically uses computer based and non computer-based resources and tools to process information
P6.1 analyses and describes an identified need
P6.2 generates ideas, considers alternatives and develops solutions for a defined need
P7.1 recognizes and applies management and communication techniques to project work
P7.2 uses technology to support work

Personal information systems
Students learn to:

• Develop a personal information system, such as one that manages subject material received during a course, by organising, storing/retrieving and analysing using a range of software programs.
• Apply the phases presented in the topic Planning, Design and Implementation, namely:
  • Understanding the problem
  • Making decisions
  • Designing solutions
  • Implementing
  • Testing, evaluating and maintaining
• For the chosen need, determine the data/technology, information technology and the information processes
• Apply project management tools to the development of the system
• Document phases in the topic Planning, design and implementation as they relate to their project
• Represent the system diagrammatically
Real Estate Agent Scenario

Your teacher will assign you to a group. Your group is to work together to do the activities set out on the following pages - each student is to complete the section selected or agreed on for them by the Group leader. The group will receive a total mark for all the sections and this will be added to individual marks to give each student a mark out of 20 overall (10 individual and 10 group).

Duties of the Group Leader:

- Assign each of the tasks below to a member of your group after discussion with your group.
- Plan and check the progress of each task by each member of your group - producing a Gantt chart for planning your timing of this task, and giving some assistance (they get the mark not you!) to ensure they are on the right track for their section of the task.
- Complete your task completely before assisting your group members.
- Collect all work from group members and correctly place into a display folder to be handed in on time.
- Meetings of the group (one per week) need to be documented and handed in with the task.

The Journal

Prepare and maintain a booklet as a journal of the progress of your work. This should record your decisions with the date, showing planning and signed by your teacher at least once each week. The dated entries should range from the starting date to the final submission date.

Entries could contain - the task that was attempted, how it was achieved, the end result of the task, things that worked and those that did not, etc. Meetings of the group need to be documented to show plans and progress.

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>How achieved</th>
<th>Result</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/05</td>
<td>Prepare Gantt chart for group</td>
<td>Group plenary and Excel spreadsheet</td>
<td>Printed out</td>
<td>✓</td>
</tr>
</tbody>
</table>
Real Estate Agent - Spreadsheet

Scenario

Westfields Sports Real Estate employs 5 sales staff to operate the agency in Fairfield West. They sell properties from Sydney suburbs.

You have to set up the Balance Sheet for the month of May, based on the following -

(i) each salesperson earns a salary of $500 per month
(ii) each salesperson gains a bonus of 1% of the sale price of each property they sell in that month
(iii) the agency makes a commission of 2.5% on the sale price of each property sold in that month
(iv) Business costs - rent - $400 per week
car costs - $600 per month
electricity - $500 per quarter (3 months)
leasing of equipment - $145 per week

To aid you a template (called Real Estate Template) numbered for each Group, has been set up so that you only have to add the formulae to the cells to complete the balance sheet. (The template is a Stationary file so you must save it with a new name)

You need to complete all of the missing figures and words, then enter formulas to calculate the following for the month -

- **Commission** on Sales of both salesmen and the agency
- **Business Costs** of the agency
- **Total Costs** (business costs plus tax)
- **Profit**
- **Taxation**

To Hand In –

1. a journal showing your progress over the time of this project - see notes about journals below.
2. a printout of the completed Balance Sheet page (printed landscape)
3. a printout showing the formulae used in the Balance Sheet (also landscape)
4. a chart clearly showing income and total costs week by week for the month
5. answers to the 5 questions asked

The Journal

Prepare and maintain a booklet as a journal of the progress of your work. This should record your decisions with the date, showing planning and signed by your teacher at least once each week. The dated entries should range from the starting date to the final submission date.

Entries could contain - the task that was attempted, how it was achieved, the end result of the task, things that worked and those that did not, etc. Meetings of the group need to be documented to show plans and progress.
Real Estate Agent - Database

Scenario

Using the Data file - named - RealEstateData.txt in the Staff/forstudents/computingstudents/2006Real_Estate_Project folder and the Sydney Morning Herald Broadsheet (on the back), create a database in AppleWorks for the houses in the south of Sydney. Care needs to taken in designing the database - both in the field names and types, and in the layout of those fields. Since blocks of land as well as houses for sale or auction are included, care must be taken in what to enter. If you double click on the RealEstateData.txt file it will open as a text file in a word processor. You must look at the file and decide what fields need to be in your data base, and then use the insert function to import the text data into your prepared database.

Note - The database must be designed and the data entered - to allow all of the following questions to be answered -

Questions -
1. Add the SMH advertisement for your group supplied by your teacher.
2. How many records has your database?
3. How many records are for -
   i. Auction
   ii. For Sale?  (Auctions usually have no price!!)
4. How many 3 bedroom houses are there?  
   (2/3 or 3/4 should be recorded as the greater number)
5. How many have a water frontage?
6. How many have views?
7. Which property would be most suitable for a large family who like the country?  
8. What is the average asking price for properties listed For Sale?  
   (HINT: you need a calculation field and you need to write a match record query for sale. Don’t include the properties for auction.)

To Hand In -
1. a journal showing your progress over the time of this project - see notes about journals below.
2. a printout of ONE page of your database to show your screen design for the entry of data.
3. This should demonstrate elements of screen design like - the placement, size and consistency of the fields, the use of appropriate colours (to enhance the readability of the data), etc.
4. Note - the printout will be monotone - so colours will not show up.
5. answers to the questions
6. written methods used in queries to answer the questions

The Journal

Prepare and maintain a booklet as a journal of the progress of your work. This should record your decisions with the date, showing planning and signed by your teacher at least once each week. The dated entries should range from the starting date to the final submission date.

Entries could contain - the task that was attempted, how it was achieved, the end result of the task, things that worked and those that did not, etc. Meetings of the group need to be documented to show plans and progress.
Real Estate Agent - Brochures

Scenario
In order to inform both local residents and those passing through the area, several methods of advertising the houses either for sale or auction need to be produced. You therefore need to produce -

1. A one page brochure (A4 sized) which will be put into letter boxes and distributed at shopping centres to illustrate to people the main selling points of selected houses in the area.
   - In order to gain the idea of such a leaflet or brochure, you need to collect an example of such a brochure from a Real Estate agent in your local area (to be placed into the folder at hand in time)
   - design and create a one page brochure to display your own house for sale - including a scanned photograph (the original photograph to be included in your section of the display folder). The printing can only be in black, but options for the paper are yours to consider. Ensure that relevant details are included, and the format is correct for the intended audience of your brochure.

2. A window display (A4 sized) to advertise to sell your house, again with one (or several) scanned or digital camera picture(s) included, along with the relevant information needed by a potential house buyer who may not be looking for that particular house.
   - So that you have seen a typical window display, make a one page pencil sketch of a Real Estate window showing the house advertisements and one of these advertisements for a house in detail , to be handed in for marking.
   - Research the house values for your area (displaying evidence of this) and write a justification for the value you have placed on your house. Sources for values could include - adds for other properties, newspaper adds, Internet adds, etc.

To Hand In –
1. a journal showing your progress over the time of this project - see notes about journals below.
2. printed out - one page brochure, one page window display
3. real estate brochure page, pencil sketches of window
4. evidence and printed out justification for house value

The Journal
Prepare and maintain a booklet as a journal of the progress of your work. This should record your decisions with the date, showing planning and signed by your teacher at least once each week. The dated entries should range from the starting date to the final submission date.
Entries could contain - the task that was attempted, how it was achieved, the end result of the task , things that worked and those that did not, etc. Meetings of the group need to be documented to show plans and progress.
You have to prepare a PowerPoint slideshow to advertise the following house -

_A waterfront, mansion located on Sydney Harbour for auction_

The property is worth an estimated $10 million. Your task is to prepare a presentation for its sale, which will run continuously in Real Estate windows for the two weeks until the auction – Saturday, July 29th.

You should plan on 10 to 15 slides showing internal and external details of the house and grounds, including the view.

Your file MUST be saved into your teacher’s drop box with the filename “UserName_SLIDESHOW” where UserName is your locker user name and is separated from SLIDESHOW by an underscore. (e.g. hamedw_SLIDESHOW)

The following aspects of your presentation will gain marks –

- consistency,
- clarity of text and graphics, (no jaggies)
- correct spelling, (use a spell checker)
- setting out, (e.g. white space, indents, UPPERCASE and bold)
- flow of information and necessary points displayed.

**To Hand In -**

1. a journal showing your progress over the time of this project - see notes about journals below.
2. a printed page outlining your plan for this presentation - including a storyboard (drawn in pencil or printed out)
3. file name(correct format for naming) and location (folder) for marking

Note - see points above and marking criteria for features that will gain marks in your presentation.

**The Journal**

Prepare and maintain a booklet as a journal of the progress of your work. This should record your decisions with the date, showing planning and signed by your teacher at least once each week. The dated entries should range from the starting date to the final submission date.

Entries could contain - the task that was attempted, how it was achieved, the end result of the task, things that worked and those that did not, etc. Meetings of the group need to be documented to show plans and progress.
# Assessment Scheme

<table>
<thead>
<tr>
<th></th>
<th>Marks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Journal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each person in the group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- entries for each period/double</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>- details cover all areas</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>- at least one teacher signature + date per week</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>2. Spreadsheet</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printout of balance sheet - 5 answers correct (commission - taxation)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Printout of formulae used in s/sheet to get all entries</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Printout of Chart showing income/costs per week</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Answers to questions</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>3. Database</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printout of single page of database - showing design - fields, layout, field size, labels, use of colour/tone.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Answers to questions</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Database complete and accurate</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Query methods used to obtain answers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>4. Brochure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brochure from real estate office</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Printed one page brochure</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Pencil sketch of real estate window</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Printed out window display</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Evidence and justification for house value</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>5. Presentation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan for house sale presentation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Storyboard for presentation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Main details of house covered (auction, location, cost)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>File name correctly saved</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>All of house advertised</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Presentation design skills used - consistency, clarity, background, fonts, colours, graphics, etc.</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td><strong>6. Folder</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display folder submitted with group number and all names</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>All sections in folder in order</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Spelling correct, all sections clearly set out, etc</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>