

IT 100 Final Project Guidelines and Rubric

Overview

The final project for this course is the creation of a polished **business presentation** consisting of a formatted and revised business letter, a dynamic spreadsheet, and a formatted and revised slide presentation.

In the professional environments of today, one of the most important and frequently used tools for communicating information is an office productivity suite such as Microsoft Office. Office productivity suites consist of bundled applications designed to help users create various deliverables such as word-processing documents, spreadsheets, and slide presentations. Your ability to select an appropriate application based on key specifications and to use various tools and functions within the application to create polished professional deliverables will be critical for successful communication and collaboration with clients and stakeholders in any field you pursue.

In this project, you will take the role of a business analyst and apply essential skills and techniques within office productivity applications to prepare three related professional deliverables: a business letter, a spreadsheet, and a slide presentation. Review the [Final Project Scenario](#) document to learn more about the simulated business case.

The project is divided into **two milestones**, which will be submitted at different points throughout the course to scaffold learning and ensure a quality final submission. These milestones will be submitted in **Modules Two and Four**. The final submission is due in **Module Seven**.

In this assignment, you will demonstrate your mastery of the following course outcomes:

- Apply appropriate tools within office productivity applications for supporting the creation of professional-quality documents, spreadsheets, and presentations
- Integrate key business specifications into a variety of office productivity suite applications for ensuring effective deliverables
- Apply appropriate style and formatting conventions in creating professional documents, spreadsheets, and presentations
- Apply fundamental best practices for revision within office productivity applications for the finalization of a professional-quality document and presentation

Prompt

As you prepare to communicate the next steps in the consulting partnership between your organization, Business Consultants, and your client, New Hampshire Business Products (NHBP), you will prepare three deliverables using office productivity applications: a business letter to stakeholders at NHBP to share your findings and request a follow-up meeting, a spreadsheet that will allow you to organize and manipulate the given sales data with basic calculation functions, and a slide presentation that will help you communicate your findings to your team at Business Consultants.

Specifically, the following **critical elements** must be addressed:

- I. **Business Letter:** Apply audience-appropriate formatting and style conventions to a follow-up business letter for New Hampshire Business Products. Revise and submit the business letter you completed for Milestone One, which was based on the content in [this document](#).
 - A. Incorporate the business letter content into a business letter **template**.
 - B. Apply formatting conventions appropriate for the intended audience.
 1. Select a standard and consistent **font** and **font size**.
 2. **Format** the document with standard and consistent line spacing, margins, and indentation.
 3. Configure the data provided into a **table**.
 - C. Apply **revisions** to the provided draft to produce a document that is clear of typographical and formatting errors.
- II. **Spreadsheet:** Create a spreadsheet that clearly and functionally displays the numerical data provided in the scenario.
 - A. For **current sales**, display sales by category and total.
 - B. For **projected sales**, display sales by category and total.
 - C. Apply formatting conventions appropriate for a business audience.
 1. Select a consistent **font** and **font size**.
 2. **Format** the spreadsheet with row and column spacing, row and column alignments, and cell formatting.
 3. Apply **labels** that identify the values contained in each row and column.
 - D. Apply **formulas** to calculate totals for current sales as well as projected sales.
 - E. Embed a bar chart that accurately displays the total sales for the **current year**.
 - F. Embed a bar chart that accurately displays the projected sales for the **next five years**.
 - G. Embed a line graph that accurately displays the projected **sales growth** over the next five years.
- III. **Slide Presentation:** Apply appropriate formatting and revision conventions and visuals to the content on the provided slides to create a presentation that addresses the needs of the audience within Business Consultants as well as your needs as the speaker preparing to convey the information to a business audience. Revise and submit the slide presentation you completed in Module Six, which was based on the unformatted slides in [this presentation](#).
 - A. Apply consistent slide **templates** and color schemes that help organize and convey your message.

- B. Insert **charts and graphs** from your spreadsheet into the slide presentation where indicated.
- C. For each slide, select a font style and size of **text** that are appropriate for the specified audience and support your message.
- D. Revise the existing slide content to reflect an appropriate **amount of text** on each slide for conveying your message to the specified audience.
- E. Revise excess slide text into **speaker notes**, shaping them into a tool to support yourself, the speaker, in delivering your message.
- F. Incorporate slide **transitions and graphics** that support the message.

Milestones

Milestone One: Business Letter (Draft of Section I)

In **Module Two**, you will submit a draft of your formatted and revised business letter. Using Microsoft Word, you will summarize the findings of your initial meeting with the client and request a follow-up meeting. Formatting and style conventions must be appropriate for the identified audience. This milestone will be graded with the **Milestone One Rubric**.

Milestone Two: Spreadsheet (Draft of Section II)

In **Module Four**, you will submit a draft of your Excel spreadsheet. You will create a spreadsheet that clearly and functionally displays key numerical data about the client organization, using formatting conventions, labeling, formulas, and style conventions appropriate for the business audience. This milestone will be graded with the **Milestone Two Rubric**.

Final Submission: Business Presentation

In **Module Seven**, you will submit your revised business letter, Excel spreadsheet, and slide presentation. Your submission should be a complete, polished artifact containing **all** of the critical elements of the final project. It should reflect the incorporation of feedback gained throughout the course. This submission will be graded with the **Final Project Rubric**.

Deliverables

Milestone	Deliverable	Module Due	Grading
One	Business Letter (Draft of Section I)	Two	Graded separately; Milestone One Rubric
Two	Spreadsheet (Draft of Section II)	Four	Graded separately; Milestone Two Rubric
	Final Submission: Business Presentation	Seven	Graded separately; Final Project Rubric

Final Project Rubric

Guidelines for Submission: For Section I, use the file you revised for Milestone One (version 2) and submit it as version 3 with the file-naming convention shown below. For Section II, submit an Excel spreadsheet that you generate. For Section III, revise and submit the slide presentation you completed as part of the peer review discussion in Module Six. Use the following naming conventions:

- businessletter_v.3_firstinitiallastname.docx
- spreadsheet_firstinitiallastname.xlsx
- slidepresentation_v.2_firstinitiallastname.pptx

Critical Elements	Exemplary	Proficient	Needs Improvement	Not Evident	Value
Business Letter: Template	Meets “Proficient” criteria, and the chosen business letter template is especially well suited for conveying the information to the business audience (100%)	Incorporates the business letter content into a business letter template (85%)	Incorporates the business letter content into a template, but the template selection is not appropriate for a business audience (55%)	Does not incorporate the business letter content into a business letter template (0%)	4
Business Letter: Font and Size		Selects a standard and consistent font and font size (100%)	Selects a font and size, but font and/or size selections are not appropriate for a business audience, or font and/or font size are not consistent throughout (55%)	Does not select an appropriate and consistent font and font size (0%)	3
Business Letter: Format		Formats the document with standard and consistent line spacing, margins, and indentation (100%)	Formats the document but does not address all components, or formatting changes are not standard and consistent (55%)	Does not format the document with standard and consistent line spacing, margins, and indentation (0%)	3
Business Letter: Table	Meets “Proficient” criteria, and table is especially well suited for conveying the information displayed (100%)	Configures the data provided into a table (85%)	Configures the data provided into a table, but table formatting distracts from the message or is not appropriate for a business audience, or information is missing from the table (55%)	Does not configure data provided into a table (0%)	4

Business Letter: Revisions		Applies revision techniques to the provided draft to produce a document clear of typographical and formatting errors (100%)	Applies revision techniques to the provided draft, but the document produced contains some typographical and formatting errors, or revisions are not appropriate for the audience (55%)	Does not apply revision techniques to the provided draft (0%)	8
Spreadsheet: Current Sales		Displays current sales by category and total (100%)	Displays current sales but does not display by category and/or total, or information is otherwise incomplete (55%)	Does not display current sales by category and total (0%)	8
Spreadsheet: Projected Sales		Displays projected sales by category and total (100%)	Displays projected sales but does not display by category and/or total, or information is otherwise incomplete (55%)	Does not display projected sales by category and total (0%)	8
Spreadsheet: Font and Size		Selects a consistent and standard font and font size (100%)	Selects a consistent font and font size, but font and/or font size distract from the message or are not appropriate for a business audience (55%)	Does not select a consistent font and font size (0%)	3
Spreadsheet: Format	Meets “Proficient” criteria, and formatting choices are especially well suited for conveying the message to the business audience (100%)	Formats the spreadsheet with row and column spacing, row and column alignments, and cell formatting (85%)	Formats the spreadsheet but does not address all components, or formatting changes distract from the message or are not appropriate for a business audience (55%)	Does not format the spreadsheet (0%)	3
Spreadsheet: Labels	Meets “Proficient” criteria, and label choice and formatting are especially well suited for conveying the message to the business audience (100%)	Applies labels that identify the values contained in each row and column (85%)	Applies labels, but they do not accurately identify the values, or label formatting distracts from the message (55%)	Does not apply labels (0%)	3
Spreadsheet: Formulas		Applies formulas to calculate all totals (100%)	Applies formulas to calculate totals, but not all calculations are addressed with formulas, or formulas contain inaccuracies (55%)	Does not apply formulas (0%)	3

Spreadsheet: Current Year	Meets “Proficient” criteria, and formatting and style choices are especially well suited for conveying the message to the business audience (100%)	Embeds a bar chart that accurately displays the total sales for the current year (85%)	Embeds a bar chart that displays the total sales for the current year, but chart contains inaccuracies, or formatting and style choices distract from the message (55%)	Does not embed a bar chart that displays the total sales for the current year (0%)	4
Spreadsheet: Next Five Years	Meets “Proficient” criteria, and formatting and style choices are especially well suited for conveying the message to the business audience (100%)	Embeds a bar chart that accurately displays the projected sales for the next five years (85%)	Embeds a bar chart that displays the projected sales for the next five years, but chart contains inaccuracies, or formatting and style choices distract from the message (55%)	Does not embed a bar chart that displays the projected sales for the next five years (0%)	4
Spreadsheet: Sales Growth	Meets “Proficient” criteria, and formatting and style choices are especially well suited for conveying the message to the business audience (100%)	Embeds a line graph that accurately displays the projected sales growth over the next five years (85%)	Embeds a line graph that displays the projected sales growth over the next five years, but graph contains inaccuracies, or formatting and style choices distract from the message (55%)	Does not embed a line graph that accurately displays the projected sales growth over the next five years (0%)	4
Slide Presentation: Templates	Meets “Proficient” criteria, and slide templates and color schemes are especially well suited for conveying the message to the business audience (100%)	Applies consistent slide templates and color schemes that help organize and convey the message (85%)	Applies slide templates and color schemes, but choices are inconsistent, or template and color choices distract from the message (55%)	Does not apply slide templates and color schemes (0%)	3
Slide Presentation: Charts and Graphs		Inserts charts and graphs from the spreadsheet into the slide presentation where indicated (100%)	Inserts charts and graphs from the spreadsheet into the slide presentation but does not follow instructions for indicated chart and graph placement (55%)	Does not insert charts and graphs from the spreadsheet into the slide presentation (0%)	4
Slide Presentation: Text	Meets “Proficient” criteria, and font style and size of text are especially well suited for conveying the message to the business audience (100%)	For each slide, selects a font style and size of text that are appropriate for the specified audience and support the message (85%)	For each slide, selects a font style and size of text, but choices are inconsistent or distract from the message (55%)	Does not select a font style and size of text for each slide (0%)	3

Slide Presentation: Amount of Text	Meets “Proficient” criteria, and amount of text is especially well suited for conveying the message to the business audience (100%)	Revises the existing slide content to reflect an appropriate amount of text on each slide for conveying the message to the specified audience (85%)	Revises the existing slide content text amount, but the amount of text on the slides distracts from the message (55%)	Does not revise the existing slide content text amount (0%)	8
Slide Presentation: Speaker Notes	Meets “Proficient” criteria, and speaker notes are especially well suited for supporting the speaker in delivering the message (100%)	Revises excess slide text into speaker notes, shaping them into a tool that will support the speaker in delivering the message (85%)	Revises excess slide text into speaker notes, but speaker notes are not supportive to the speaker in delivering the message (55%)	Does not repurpose excess slide text into speaker notes (0%)	8
Slide Presentation: Transitions and Graphics	Meets “Proficient” criteria, and slide transitions and graphics are especially well suited for conveying the message to the business audience (100%)	Incorporates slide transitions and graphics that support the message (85%)	Incorporates slide transitions and graphics, but slide transitions and/or graphics distract from the message (55%)	Does not incorporate slide transitions and graphics (0%)	8
Articulation of Response	Submission is free of errors related to grammar, spelling, syntax, and organization and is presented in a professional and easy to read format (100%)	Submission has no major errors related to grammar, spelling, syntax, or organization (85%)	Submission has major errors related to grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas (55%)	Submission has critical errors related to grammar, spelling, syntax, or organization that prevent understanding of ideas (0%)	4
Total					100%