

## **Analysis of Tasks**

### **TASK ONE:**

Design and produce a monthly account system for the Hazeldene Sub-Aqua Club.

#### **Information to Output**

An A4 sized printout of the Hazeldene Sub-Aqua diving club monthly account system for the year 2000. Because the 1999 accounts, amongst other years, were done by hand, the old conventional method was full of crossed out amounts and amendments. I will use the 1999 account as a basis for 2000. Also three printouts consisting of updates of the monthly account, in the same layout as the 2000 accounts, are required for Task 1. These will be in the orientation of landscape, each covering one A4 size.

#### **Data to Input**

I will use the 1999 account from the hard drive as a reference for the 2000 account by inputting the spreadsheet into the computer. The headings, layout, and formulae in the new monthly account system must be the same as the account from 1999, showing the total balance

#### **Performance Criteria**

It will be capable of adding up figures automatically so hand-written corrections should no longer be viable to occur. The accounts will be correct and updated with the total expenditure available. The headings, layout and formulae will be identical to the 1999 income and expenditure account. It will also show the total balance. Overall, it will be printed on a side of A4.

#### **Testing**

The formulae will be used where it is necessary for any calculations of the figures that must be done. I will type in a random value on the chart to see if the account calculates it with other figures automatically. If this does happen, that means that the account does not require hand-written corrections.

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### **TASK TWO:**

Design and produce a system where people with outstanding medical inspections can be searched.

#### **Information to Output**

Three different printouts of a database that shows the list of members in alphabetical order by surname. Those with outstanding medical inspections will be highlighted in the list. The first printout will be for the members' aged 40 and under, the second printout will be for those ages 41 to 50 and the third printout for the group of those 51 and over.

#### **Data to Input**

The lists will contain the members' name, address and the date of the last medical inspection. This information, as well as their age can be obtained from the hard drive. I will do a search and sort for people 40 and under, 41 to 50, and 50 and over. Once I establish the members that have overdue medical inspections, I could highlight their name and details or add an extra column stating 'tick if medical inspection is overdue'.

In the database, the members aged 40 and under who have not had a medical inspection since 1995 have outstanding medical inspections. Those that are 41 to 50, and have not had a medical check up since 1997 have outstanding medical inspections. The other age group, 51 and over, these members should have had a medical inspection since 1999 otherwise they have outstanding medical inspections.

#### **Performance Criteria**

Printouts of one list for each group, 40 and under, 41 to 50, and 51 and over. The details in the list will be correct with the members in alphabetical order by surname. Those with outstanding medical inspections will be highlighted in the list. Each age group will be included in each printout.

I will use 1 April 2000 as the reference date for deciding the age of members. Anyone born after 1 April 1959 is in the 40 and under age group. People in this group who has not had a medical check up since 1 April 1995, have an outstanding medical inspection. Those that were born between after 1 April 1949 and 1 April 1959 are in the 41 to 50 age group. Anyone in this age group who have not had a medical check up since 1997 has an outstanding medical inspection. The last age group, 51 and over, are the members that were born on 1 April 1949 and before. Those that have not had a medical inspection since 1999 have overdue medical inspections. The timeline on the hard drive will help me decide which age groups the members belong to.

#### **Testing**

The printouts of the database should have the members in alphabetical order by name. If the system works, then we should be able to find which members have overdue medical inspections.

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### **TASK THREE:**

Provide a list of all members with boat handling course qualifications

#### *Information to Output*

A printout of a database containing the members that has qualified a boat-handling course. The list should only contain information of the members' name, telephone number and address. In addition to this, a printout of the original database on the members.

#### *Data to Input*

For the input, I will delete irrelevant columns on the database that are not required for Task three. Then search for the members with qualifications of the boat-handling course by putting in BH (boat handling) in the criteria of the qualification box. To make the database easier to read, I will sort the data in alphabetical order by surname.

#### *Performance Criteria*

I must provide the training officer with a list of members who have Boat Handling course qualifications with enough information to be able to contact those members. However, she won't require complete members' records. Only their names, telephone number and address. There will be no errors as each members' information will be received from the hard drive.

#### *Testing*

To check that the system used to search for members with BH qualification work, I will conduct another search on a column. In addition, because I will conduct sort ascending on the surnames, I will do another sort ascending on another column possibly the column of First Names.

**TASK FOUR:**  
**Design and Produce a leaflet**

**Information to Output**

A printout of a folded A4 sized leaflet including information of the organised trip to Sharm-El-Shiekh on the Red Sea to give to members.

**Data to Input**

I must incorporate leaflet details that were discussed with the expedition officer. Wanted on the leaflet are:

- ◆ Map of the Sinai Peninsula and the Red Sea to show the location of Sharm-El-Shiekh (on disk)
- ◆ Cost of trip - £550
- ◆ Deposit required - £50
- ◆ Dates of trip – 3 to 10 November 2000
- ◆ Number of places – up to 12
- ◆ Qualification details – all divers to be SAA club divers and above and have a current medical certificate.
- ◆ Picture from last year's trip (on disk)
- ◆ Title of trip – to give an idea of location
- ◆ Description of selected dive sites (on disk)
- ◆ Description of accommodation and location (on disk)
- ◆ Who to contact in the club – their name and telephone number

**Performance Criteria**

The sample leaflet must include:

- ◆ Map of the Sinai Peninsula and the Red Sea to show the location of Sharm-El-Shiekh (on disk)
- ◆ Cost of trip - £550
- ◆ Deposit required - £50
- ◆ Dates of trip – 3 to 10 November 2000
- ◆ Number of places – up to 12
- ◆ Qualification details – all divers to be SAA club divers and above and have a current medical certificate.
- ◆ Picture from last year's trip (on disk)
- ◆ Title of trip – to give an idea of location
- ◆ Description of selected dive sites (on disk)
- ◆ Description of accommodation and location (on disk)
- ◆ Who to contact in the club – their name and telephone number

The size of the sample leaflet should be two A4 sheets stuck together, folded in half. It should look as though the leaflet has been done professionally and with a

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sensible use and choice of colour. On the outside cover, printing and pictures should not be placed across the folds of the leaflet. The sample leaflet will be designed and produced for the expedition officer.

## **TASK FIVE:**

Develop a model to investigate fees for the 'Introduction to SCUBA Diving' course.

### **Information to Output**

A printout of a model that calculates the fees for the 'Introduction to SCUBA Diving' course. This is to investigate and estimate the suitable fee to charge for the course so that the company can make a profit.

### **Data to Input**

I will need to include:

- ◆ The cost of boat insurance - £20
- ◆ The cost of hiring the baths - £281.52

In addition, for each course member, the company has to spend:

- ◆ SAA membership - £20
- ◆ Sport Diving Manual - £17
- ◆ Qualification book - £15
- ◆ Certificate costing – 50p
- ◆ Cost of filling air tanks - £10

I should include that the maximum fee the club wants to charge is £150, but it can be reduced if more people attended up to a maximum of 12. For the committee, I need to note down the smallest number of people who would pay the £150 fee for the course to make a profit. I must investigate how the course fee would reduce as more people attended up to a maximum of 12.

### **Performance Criteria**

I will be able to work out how much the club will be taking in course fees. The maximum fee that will be charged is £150; the maximum number of members that can attend the course is 12. However, the more members, up to the number of 12, that takes part the cheaper this course will be. I will investigate how the course fee would reduce as more people attended up to a maximum of 12. The course fees should be kept to 'round' numbers £10.00 jumps not £1.00 or pence.

I will include:

- ◆ The cost of boat insurance - £20
- ◆ The cost of hiring the baths - £281.52

In addition, I will note down that for each course member, the company has to spend:

- ◆ SAA membership - £20
- ◆ Sport Diving Manual - £17
- ◆ Qualification book - £15
- ◆ Certificate costing – 50p
- ◆ Cost of filling air tanks - £10

The model should be able to work out the minimum number of people to allow the course to run if the maximum fee was charged and the cost of the fee if the maximum

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number of 12 people attended. There will be sufficient income to cover all costs, including the cost of boat insurance, in order to make a profit because:

$$\text{Profit} = \text{Income} - \text{Costs}.$$

### Testing

I can use a formula to calculate the costs.

### **TASK SIX:**

Design and present an enrolment form for the 'Introduction to SCUBA Diving' course

### Information to Output

A printout of an enrolment form, 'Introduction to SCUBA Diving' courses, on A4 paper, for members of the public to fill out.

### Data to Input

The form has to have the club name heading on the top (on disk). In addition, the data on the enrolment form should include:

- ◆ Title (e.g. Mr, Mrs, Ms)
- ◆ First name(s)
- ◆ Surname
- ◆ Home Address
- ◆ Date of Birth- coded as dd/mm/yyyy
- ◆ Telephone Number- day and evening

The title of the course should be on the form, clearly state the agreement, which is:

*"I agree that I participate in Hazeldene Sub-Aqua Club SCUBA training course at my own risk and that Hazeldene Sub-Aqua club will accept no liability for any accident/loss caused by myself or others during the course;"*

with spaces for the course member to sign and date, as well as instructions informing that if the course member is under 18, the agreement needs to be signed and dated by the member's parent/guardian.

### Performance Criteria

The form will be on A4 paper and will include enrolment details, which are:

- ◆ Title (e.g. Mr, Mrs, Ms)
- ◆ First name(s)
- ◆ Surname
- ◆ Home Address
- ◆ Date of Birth- coded as dd/mm/yyyy
- ◆ Telephone Number- day and evening

The form will have the title of the course and clearly state the agreement that is:

*"I agree that I participate in Hazeldene Sub-Aqua Club SCUBA training course at my own risk and that Hazeldene Sub-Aqua club will accept no liability for any accident/loss caused by myself or others during the course;"*

There will be places for the signature(s) and dates of signing. There will also be a sentence stating that if the course member is under 18, the agreement also needs to be signed and dated by the member's parent/guardian, therefore there will be spaces for

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them to sign the statement too. The form will be easy to fill in with a box for each letter, number, and places for the signature(s) and dates of signing.