

Computer Applications - Final Project

Objective: Create a menu in MS Word or Power Point for one of the following functions:

- Restaurant breakfast
- Restaurant lunch
- Restaurant dinner
- Wedding
- Banquet

Supporting documentation:

- Excel spreadsheet-costing sheets
- Power Point presentation for the main presentation
- Business card for each team member
- Team Time Sheet
- Gant chart
- Handouts

Optional documentation:

- Thank you letter to organizations or individuals assisting in your project

Team Leaders Instructions

1. Have a daily plan and make assignments to your team members
2. Maintain a Gant chart in Excel showing major tasks and due dates
3. Meet with your instructor daily
4. Schedule time for the final presentation by Friday of week 7
5. Evaluate each team member for their participation
 - a. Include attendance and hour spent on the project

Team Member Instructions

1. Complete tasks assigned
2. Work as a team player