



Assignment 4-2 – Planning Tools Presentation

You have been briefly introduced to many planning tools that managers can use in the workplace.

Your task is to pick one of the planning tools listed below and create a presentation in PowToon's. Make sure you have gone through a few tutorials on learning how to use this presentation tool. Once you feel comfortable, start putting together your presentation.

Here are the criteria you need to follow:

- You can decide if you want a more informational presentation in regards to giving information about that tool
- You can also demonstrate by creating a situation that shows how that tool could be specifically used in a workplace situation.
- You may need to do further research on your chosen planning tool to create a presentation.
- You can also decide if you want to create this as a slide show or a movie.
- Introduce your topic
- Explain what the planning tool is
- How is it used in business?
- You must have at least 5 slides (you can have more)
- Several objects coming in and out on one slide
- 2 different backgrounds
- 3 different characters (showing different moods)
- Text must be readable and kept to a minimum / slide
- You may use a template, but change it up a bit
- Background music

Bonus

- Slide transitions
- Voiceover

Topic Choices

Environmental Scanning	Forecasting	Participatory Planning
Scenario Planning	Contingency Planning	Benchmarking
Tactical Plans	Operational Plans	Quantitative vs Qualitative Forecasting

PowToon Presentation Rubric

Category	4	3	2	1
Creativity 20 marks	Several of the graphics or objects used in the PowToon reflect an exceptional degree of student creativity in their creation and/or display. Bonus: Voice recordings were included.	One or two of the graphics or objects used in the PowToon reflect student creativity in their creation and/or display.	One or two graphics or objects were made or customized by the student, but the ideas were typical rather than creative.	The student did not make or customize any of the items on the topic.
Attention to Detail 20 marks	It is clear how different elements included (animations, pictures, entries, exits in the PowToon) are related to the topic. For most items, the relationship is clear without separate explanation from the PowToon.	The student gives a reasonable explanation of how most elements in the PowToon are related to the topic. For many of the items, the relationship is clear without a separate explanation.	The student gives a fairly reasonable explanation of how most elements in the PowToon are related to the topic.	The student's explanations are weak and illustrate difficulty understanding how to relate items to the topic.
Time and Effort 20 marks	Time management was used wisely. Much time and effort went into the planning and design of the topic. It is clear the student worked at home as well as at school	Time management was used wisely.	Time management was not always used wisely.	Time management was not used wisely and the student put in little effort, PowToon was not submitted on time.
Understanding of Media 20 marks	The student was able to complete the process of saving and uploading pictures, adding animations, adding transitions, adding entries and exits, and chose to put background music or recorded voice overs in presentation.	The student was able to complete the process of saving and uploading pictures, adding animations, adding transitions, adding entries and exits with good effort being shown.	The student was able to complete the process of saving and uploading pictures, adding animations, adding transitions, adding entries and exits, but showed some struggle using this tool.	The student was unable to complete the process of saving and uploading pictures, adding animations, adding transitions, adding entries and exits, but showed poor execution of using the tool.
Content Covered 20 marks	Student has exceeded the information required to be covered on their chosen topic. All of the information is correct and clearly explained.	Student has given all the information asked for on the topic. All information is correct.	Student has adequately covered the information required on the topic. The information is mostly correct.	Student did not include all the information to be covered on the topic/and or contains many errors.

TOTAL = 100 MARKS