

# Checklist for the New Office Plan

Use this checklist to manage your work. Tick the boxes and ask your teacher to double check your work before printing off a copy.

Have you completed the following:

1. **project plan**

You will need to write a detailed plan for each of the sections outlining how you are going to carry out the task – remember to include the hardware and software you plan to use and why you have chosen them.

2. **freehand sketch before changes - plus annotation**

Here you need to draw with pencil a free hand sketch of the existing office – using the A3 grid paper. Remember that 1cm equals 1m when sketching your ideas to scale. Label the various parts of the office. This work will need to be scanned in and annotated in word.

Your sketches, drawings and designs must include annotation – notes about what you have tried to do with the work and how you have done the work. The annotation needs to be typed in Word- so you will have to **print screen** and copy the work you have done into Word

3. **scale plans 2D design before changes - plus annotation**

Now draw the plan of the combined offices using 2D design tools. Look at the step by step booklet on how to set up and use 2D design tools.

4. **freehand after changes - plus annotation**

Using the grid paper, sketch a series of ideas for changes to the office when they are combined. Make sure you check the scenario to find out what should be included in the office. Once again these drawings will need to be scanned into Word and annotated.

5. **scaled plans 2D design after changes - plus annotation**

You now need to draw your final plan for the office, using 2D design tools, including the changes you have made and the furniture you have been asked to include.

When annotating refer to vector drawings and how you have used the software to create your scaled drawing. You must include dimensions. Print screen and crop the various tool bars you have used – explain which tools you have used and how.

6. **added furniture**

Go to the furniture examples on the school website and open the furniture file. Click and copy the piece you need and then paste into your office plan. The furniture will need to be scaled in size to fit the plan.

7. **evaluation**

You must include a well planned and detailed evaluation of the work you have done including ICT terminology – include the words *rotating, scaling, copying and pasting, dimensioning, grid lock vector image, moving and saving image*. Try identify the parts of your design that are effective, you would change given more time. Talk about the 2D design software and how you have used it. Was it easy to use?