

Information and Communication Technology

Unit 6: Graphics

Intermediate

Scenario

Now that Retro Records has expanded its roster of artists, it is selling a lot more CDs. This means that they can afford to move in to new offices and employ more staff. They are now planning to buy two adjoining and identical business units, which are part of a very fashionable development in Leeds Centre.

To accommodate all of the staff and equipment, and provide a good working environment, they have decided to convert the two units in to one. This will require detailed plans to be drawn up that show the dimensions of the new office and the placement of equipment within the space provided.

This expansion of the business also provides the perfect opportunity to introduce the new corporate image you, in your role of freelance designer, have already been working on. Besides providing a choice of logos you should also provide your preferred choice incorporated in to:

A CD sleeve for a new *album* by a band of your choice.

Section 1. Design the New Office

Introduction

Retro intends to purchase two Units in Leeds, which are exactly the same size but are a mirror image of each other. This means that the stock room is on the right-hand side at the back of the office in Unit 12. Becki and Tommy have plans to remove the adjoining wall to make one large shop. They will close up the existing entrance doors and make a wider entrance in the middle of the front wall of the combined Units.

Your task in this section is to join the two units together to make a single building. You must then divide up the new building to create the rooms.

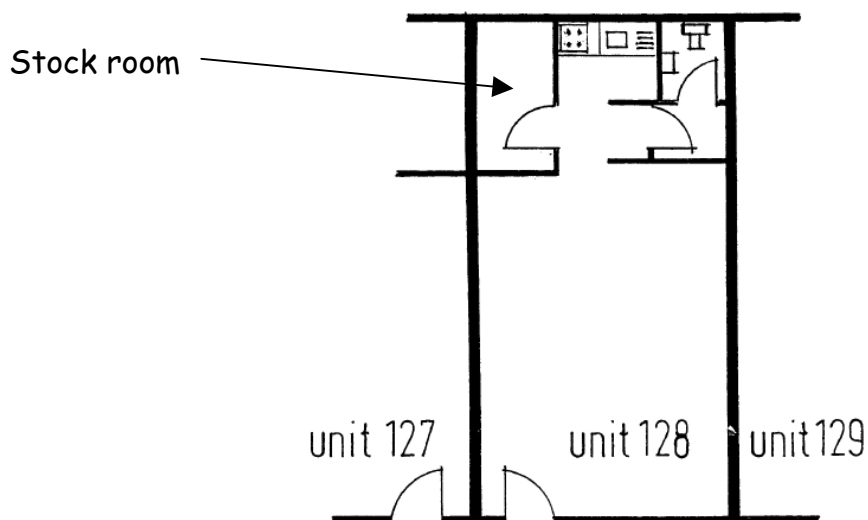
The **stock room, kitchen and toilet in Unit 127** will be made in to **one large stock room** and they plan to **convert the stock room in Unit 128 into a recreation room** for staff and visitors, **retaining the kitchen and toilet.**

Software

You will use 2D design

The Old Office

Units 127 and 128 measure 10 m x 5 m. Therefore, each unit provides 50 m² of useable space. The floor space in both units comprises of an open plan office area with space behind for storage, a kitchen and WC.



Notice the rooms at the top of the drawing. You will join these up to make bigger rooms for the new office.

New Office Task 1 - Project Plan

Produce a description of the work needed in order to complete this assessment. Your description should include the following headings:

- Introduction
- Hardware Used
- Software Used
- Tools and Techniques Used (e.g. draw, fill).
- Duration
- Filenames and Folders

New Office Task 2 - Freehand Sketch (BEFORE)

Produce a freehand sketch on the blue grid paper provided, to show the layout of Units 127 and 128 *before* any alterations are made.

New Office Task 3 - Scaled Plans (BEFORE)

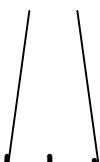
Produce plans of the freehand sketch you have drawn of the offices *before* your alterations. Using **2d design tools**, set on A3 paper, draw it using a scale of 1:50, so that **2cm** on your screen is 1 metre in real life. Start by **drawing a box that is 20cm by 20cm** (this will be 10 metres by 10 metres in real life)

Tips:

- **Fonts - Use Arial for all annotations on your plans**
- **Turn on the grid and use a grid setting of 1cm between dots.**

Example:

Stock rooms

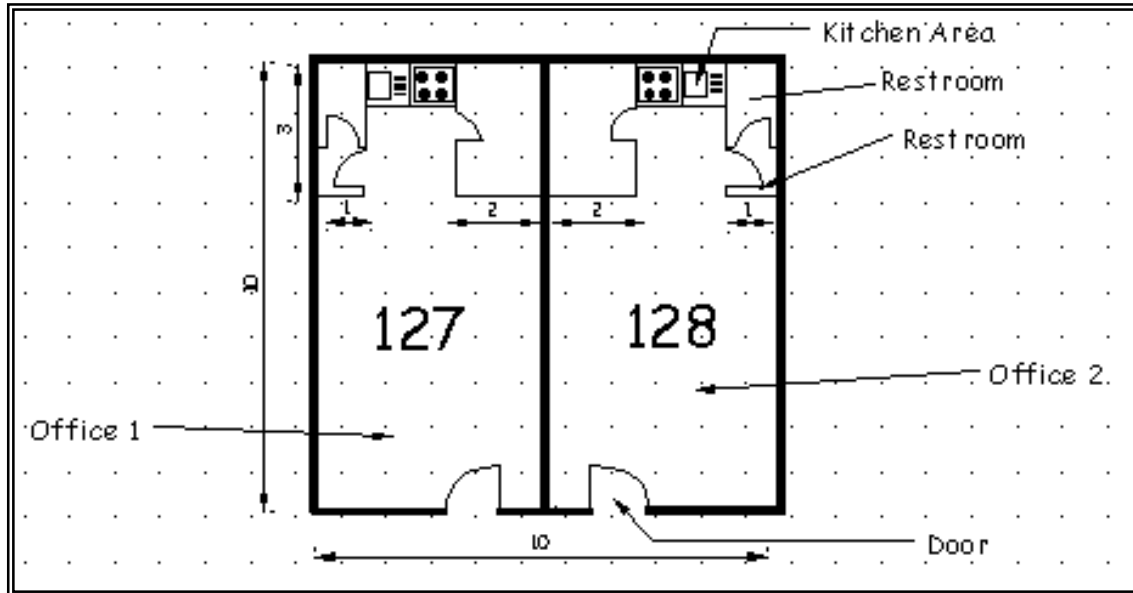


New Office Task 4 Freehand sketch (AFTER)

Produce a **second freehand sketch**, on blue grid paper to show your layout of the new office, after units 127 and 128 have been combined. **Show the dimensions** of the new unit in metres

Make sure that you have included these rooms:

1. The new stock room
2. The recreation room
3. The kitchen



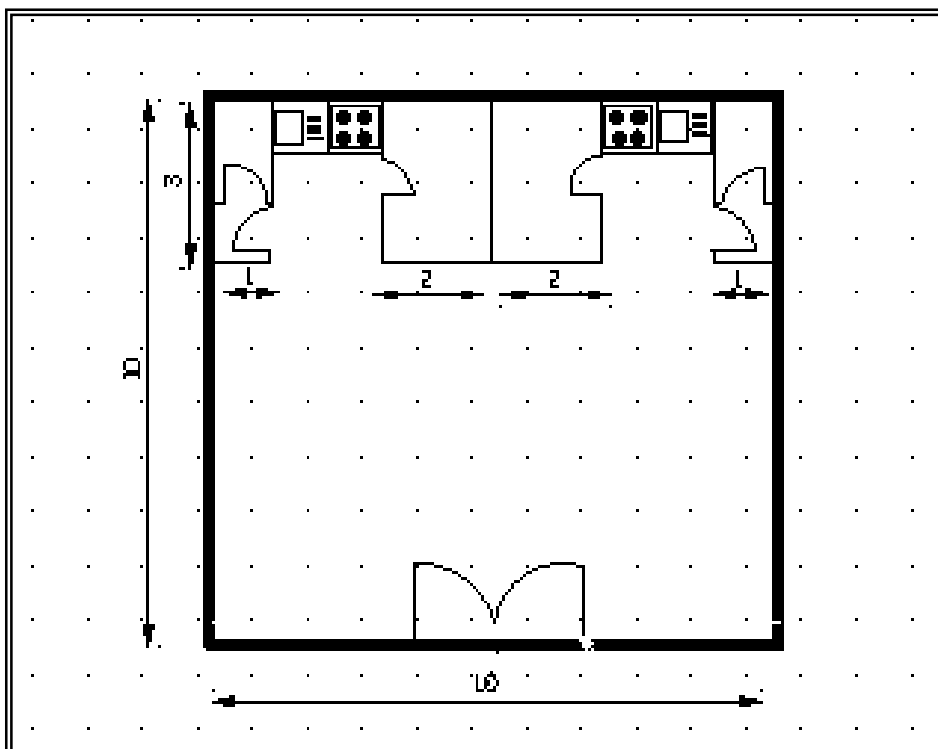
4. The Toilet/Washroom.

New Office Task 5 - Scaled Plans (AFTER)

Now **produce a plan** of the freehand sketch, using **2d design tools**, you have drawn in task 4 showing the office **after your alterations**.

Add labels to show the name of each room.

Example:



Furniture

Becki and Tommy have decided that they must have the following items of office furniture:

Reception desk (1m by 2m)

Waiting Room Seating (1m square)

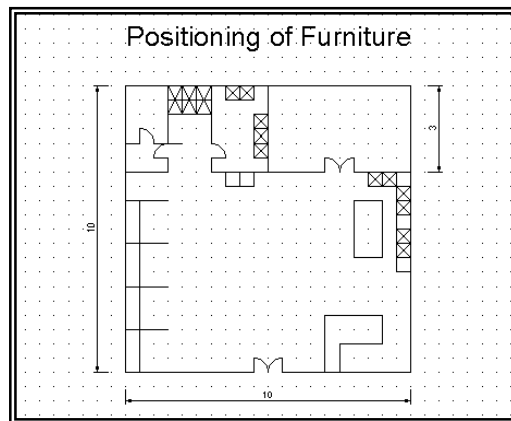
Comfortable Sofas for the recreation room (1m by 2m)

Desk and Storage suitable for use with PCs for 3 members of staff
(Desk 1m by 2m, chair .5 metre square)

New Office Task 6

Make a copy of your plan from task 5 and remove the room labels. Add in plan views of the furniture listed above. Label each item of furniture. **Make sure the furniture is the correct size.**

Example:



New Office Task 7 - Evaluation

Produce a short evaluation of your work. You must have a good evaluation to get a merit or distinction. You should use the following headings:

Introduction

- Explain what you had to do

Software

- Why did you choose the software that you used?
- Would different software have been better?
- How effective to use was the software?
- Was it easy to use?
- What features did you use?
- Did it have enough features?
- How easy was it to make your drawing accurate?

Effectiveness

- What makes an effective plan?

- Explain what is good about your design?
- What design decision did you make when you were designing it?

Planning

- Did you have enough time to do it?
- Was it easier or harder to do than you expected?

Improvements

- If you had more time how could you improve it?

Tips:

Use the following vocabulary in your evaluation:

Vector, map, scale, 1:50, snap to grid, dimension

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
2. freehand sketch before changes - plus annotation
3. scale plans 2D design before changes - plus annotation
4. freehand after changes - plus annotation
5. scaled plans 2D design after changes - plus annotation
6. added furniture
7. evaluation