

PowerPoint Assessment

Transport & Logistics

- You are the **Depot Manager** of a **Transport and Logistics company**. You are required to present a proposal to the Board of Directors for changes to your business.
- The proposal is to move to a **7 day week from a 5 day** working week for your distribution centre and transport operations.
- Put together your presentation following the structure and details given below.

Slide 1: Choose an appropriate company name and add this to the title slide together with an appropriate company logo, using **Shapes, WordArt or Pictures**.

Slide 2: a) Insert the title: **Objectives**

- b) Insert the text:
- Current operations**
 - Proposed changes**
 - Reasons for change**
 - Benefits to the business**
 - Drawbacks**
 - Implementation plan**
 - Cost calculation**

c) Apply non-standard **bullet points** to each line.

Slide 3: Produce an **organisational structure** showing the managerial hierarchy of your company. Insert a title. Apply the **polished style** and change the colour of the chart to **red** colour fill.

Slide 4: Insert a slide to **explain** how the operation is managed currently (using text and diagrams) and apply a title.

Include:

- a) Numbers of staff and their roles,
- b) Shift patterns
- c) Daily operations by timing

Slide 5: Insert the following titles, using **Two Content layout**, and state some of the advantages and disadvantages of moving to a **7 day working week**.

Reasons for change (main title)

Advantages (bold and underline)

Drawbacks (bold and underline)

Slide 6: a) Include a **table** of information showing the expected costs, sales and profit levels by month following the implementation of the project. Show a comparison of these figures with the previous year.

- b) Give the table a **bold outline** around the outer edges and apply a coloured **table style**.
- c) Give the slide a title

Slide 7: Create a **3D chart** to highlight the costs, sales and profit levels as shown in the previous slide. Give the chart a title and ensure the chart is fully labelled.

Slide 8: Insert the title, **Implementation Plan**. Include a flow chart showing the planning requirements of the project.

Slide 9: Insert the following text and equations using symbols.

Title: Cost calculations

The mean weekly costs will be calculated using the following equation:


$$\bar{x} = \frac{\sum x}{n} \quad \text{or} \quad \bar{x} = \frac{\sum (fx)}{n}$$

The standard deviation of the weekly costs will be calculated using the following equation:

$$\sigma = \sqrt{\frac{\sum (x - \bar{x})^2}{n}} \quad \text{or} \quad \sigma = \sqrt{\frac{\sum f(x - \bar{x})^2}{n}}$$

Slide 10: Using a **Picture with Caption slide layout**, insert several **Clip Art** pictures with a **Transport and Logistics theme**. Overlay one over the top of another. Add an appropriate comment below.

Slide 11: a) Insert a **Summary** slide which highlights the main titles from the previous slides.

b) Add an **Action button** to the bottom of the slide to enable the presentation to revert back to the beginning, that is, the first (title) slide. 

General:

- a) In addition, insert relevant **clip art** on at least 3 slides.
- b) Add **animation effects** to at least 3 slides,
 - a. using different effects,
 - b. applying them to both text and diagrams/pictures
 - c. use entry, exit, emphasis and motion effects
- c) Add a **footer** to your slides with your name and the name (or logo) of the company.
- d) Select a design for your slides and apply a **Metro** colour scheme and the **Solstice** Font
- e) Ensure all slides have a title.

This assessment must be completed by Wednesday 24th November and uploaded onto Blackboard.