

Grade 7 EMS Worksheet

Assessment Task: Steps in planning

The importance of planning for a business event (Group activity)

Below are 10 steps you need to take to plan your business event. They are in the wrong order. Arrange them in the right logical order. [10 marks]

- a) Delegate tasks
- b) Financial planning
- c) Choosing partners
- d) Market research
- e) Appoint a planning and management committee
- f) Develop a detailed checklist
- g) Identifying resources
- h) Needs analysis
- i) Hold a planning meeting with your partners
- j) Work out timelines

Group assessment checklist

Criteria	Yes	No
Our group understands the importance of planning a business event.		
Our group could arrange all the steps in the correct order.		
Our group appreciates everybody's contribution to the planning of our business event.		
Our group works well together as a team.		

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Suggested Solutions

Question number	Possible marks	Solution
1	10	h) Needs analysis d) Market research g) Identifying resources b) Financial planning c) Choosing partners i) Hold a planning meeting with your partners e) Appoint a planning and management committee a) Delegate tasks j) Work out timelines f) Develop a detailed checklist

Appendix of Assessment Tools

Group assessment checklist

Criteria	Yes	No
Our group understands the importance of planning a business event.		
Our group could arrange all the steps in the correct order.		
Our group appreciates everybody's contribution to the planning of our business event.		
Our group works well together as a team.		