

Please arrange your folder in this order:

- Skills audit**
- Development Plan** (everyone – see PPT notes)
- Letter of application** for your job in the group, e.g. secretary, finance
- Minutes** – week by week of tasks completed
- Mind map** of ideas for your product
- List of group members and their roles**, why chosen
- SWOT analysis** (an idea from each member & final SWOT on final product chosen)
- Blank questionnaire** (analyse results from this and present in PPT)
- 1st Design/prototype with WWW / EBI**. Try out making your product and photograph this
- Final design with improvements**
- 5Ps overview** – discussing product, price, people, place, promotion of your product (See PPT for notes)
- Poster / business cards / facebook page**
- Print out of your PPT / visual displays** to use in your presentation. In this, you will need to show: product and why chosen, 5Ps information, feedback about your product, design and possibly prototype too, unique selling point (USP)

Self Evaluation (see PPT for help)