

SHORT TERM PROJECT

Course Title: Introduction to Business & Technology

Project Name: Four Functions of Management Infographic

Time: 90 minutes

Objectives:

- Define the four primary functions of management
- Give an example of each primary function of management
- Understand the importance of management
- Use technology to design an infographic to summarize the four functions of management

GPS Standards:

- BMA-IBT- 4.2: Define, explain and apply various management functions including planning, organizing, directing, and controlling.
- BMA-IBT-2 Apply technology as a tool to increase productivity to create, edit, and publish industry-appropriate documents.

Materials Needed:

- Student Handouts
- Rubric

Resources Needed:

- Internet

Interdisciplinary Involvement:

- Business Management, Computer Applications

Tasks:

1. Use the Internet to research the four functions of management.
2. Using [PosterMyWall](#), create an infographic that represents the four functions of management.
3. Give a brief description of each function and at least one example of each function.
4. Include a graphic that relates to each management function.

**Four Functions of Management Infographic
Rubric**

Rubric – Infographic on Effective Presentations			
Criteria	Possible Points	Student Evaluation	Teacher Evaluation
Information —Have you included all of the required information? <ul style="list-style-type: none"> • Include a heading such as: “Four Functions of Management” • 4 Functions of Management • A short description of each function of management • At least one example of each function of management • Name, date, and block 	70		
Organization/Effort —Is the finished product well organized and neat in appearance? Does the result reflect a strong effort on your part?	10		
Creativity —Does your infographic include images/graphics that relate to each function of management	10		
Mechanics - Is your infographic free of spelling, grammar, punctuation, and grammar errors	10		
Excellence Points —going over and above what is required.			
Penalty Points —points deducted for plagiarism, not following instructions, lateness, etc.			
TOTAL	100		
Comments:			