

Lesson Plan – 15 hours of training and assessment (Nominal hours for BSBOPS301 = 15)

Day 1				
Time	Topic	Learning Activity	Storyline Slide	Assessment task Activity / Question
9:00	Overview		1.1	
	Introduction		1.2.1.3	
	Learning objectives		1.4	
9:15	What are business resources	Business resource categories - Quiz Drag and drop is it physical, human or financial resource?	1.5	Step 1
	What are business resources		1.6	
	What are business resources		1.7	
	What are business resources	Business resource categories - Quiz	1.8	
	Budgets		1.9	
10:00	Cost Estimation and Budgeting Introduction	Watch video (19 minutes) https://www.youtube.com/watch?v=LBZextjgU3U	1.10	
10:20	Purchasing Budget Example (For April 2022)		1.11	

Finish at 4:40pm Students should have completed Activities 1-5				
Day 2				
9:00	Finding suppliers for business resources	3 articles to read; choosing the right supplier, supplier relationships and negotiating supplier contracts	1.29	
10:00	What is a cost-benefit analysis		1.31	
11:00	Video – Cost Benefit Analysis (46 minutes)		1.32	
11:45	Costs and benefit considerations	Activity 7	1.33	Step 5
	Costs and benefit considerations	Activity	1.34	Step 5
	Costs and benefit considerations	Table to complete	1.35	
12:45	Lunch			
1:15	Purchase and receive business resources		1.36	
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1:20	Write an e-mail or telephone script	Activity 8 (50 minutes)	1.38	Step 6
2:15	Order and store resources	Activity 9 (45 minutes)	1.39	Step 8, Question 2