My Life

**Financial Planning Activity**

*Introduction to Business Final Project*

**OVERVIEW**

 What do you want to be when you grow up? Where do you want to live? Do you see yourself getting married, having children? What kind of car will you drive? Will you rent or buy your residence? So many questions to answer… In this project, you have the chance to put those hopes and dreams into reality! Well, sort of….

 In this project, you will fast forward to “two-years-post-graduation” you. So, if you will enter the workforce right out of high school, this will be 20 year old you. If you plan to attend somewhere like ECC for your associates degree, you will do your project about 22 year old you. Bachelor’s degree – 24 year old you; Master’s degree – 26 year old you; Medical degree – 30 year old you.

Your project will have three parts: a typed paper, your supporting research, and your budget spreadsheet. The typed paper will be organized into six sections, plus a title page. Each section will include a description of the decisions you have made for yourself in various arenas: your career, living arrangements, transportation, insurance, financial goals, and banking. Each section will vary in length and detail, but must cover its required components (as described on the pages that follow).

Each of the six sections must be supported and documented by your research. The materials can be collected from institutions, copies of printed materials, or printouts from internet sources. For example, the job description section could include a copy of the pages from the *Occupational Outlook Handbook* that describe your career choice and the average annual salary for that career.

Finally, you will also put together a budget spreadsheet. Mrs. Burnett has created a template for you to use (<http://goo.gl/36E64b>). You will enter information into this spreadsheet throughout the project and then finish the spreadsheet as the last part of the project.

All of your work will be submitted through Google Drive. You will organize your project components in a Google Drive folder that you will share with Mrs. Burnett. All files in your Google Drive project folder must be named clearly so that Mrs. Burnett can easily navigate your work. This folder will contain: your project paper, your budget spreadsheet, and your supporting research (in one document or multiple documents).

Use the instructions, examples, and rubric that follow to complete this project. Get ready to tell me all about \_\_\_-year old you!

DUE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT VALUE**

* 145 Points
* 20% of Final Grade

**YOUR GOOGLE DRIVE FOLDER**

You will organize your project components in a folder on your Google Drive. Setup this folder by following these steps:

1. Go to Google Drive at drive.google.com. Enter your login information:
	* Email: [first name][ last name]@students.d300.org
	* Password: (same as your school computer password)
2. In the gray “Single Sign On” login box, enter this login information:
	* User name: [id number]
	* Password: (same as your school computer password)
3. Click the grid to see your apps.
4. Click Drive to access your Google Drive and Google Docs.
5. In your Google Drive, click New. Then select Folder.
6. In the window that opens, name your folder “Intro Final Project”. Click Create.
7. Select the folder by clicking on it once. Then click the Share button.
Enter Mrs. Burnett’s email address: sara.burnett@d300.org.

**ACCESSING & COPYING THE BUDGET SPREADSHEET**

Throughout the completion of this project, you will enter information into your budget spreadsheet. To simplify some of the calculations, Mrs. Burnett has created a budget spreadsheet template for you to use. Follow these steps to access this template and save a copy of it to your Google Drive.

1. Access the template at <http://goo.gl/36E64b>.
2. Click File 🡪 Make a Copy.
3. Rename the document as “Budget Spreadsheet. This will make a copy of this template in your Google Drive that you can edit and personalize.
4. Go back to your Google Drive. Drag your “Budget Spreadsheet” file into your “Intro Final Project” folder.

**YOUR PAPER**

*\* This symbol denotes that there are links on Mrs. Burnett’s website that you will need to use in order to complete that task (*[*www.mrsburnett.weebly.com/intro-to-business.html*](http://www.mrsburnett.weebly.com/intro-to-business.html)*).*

*B This symbol denotes that you must enter information or complete task(s) in the Budget Spreadsheet.*

1. **TITLE PAGE** 5 points

Create an attractive title page that includes the following information:

* title (ex: My Life, My Future, \_\_\_-Year Old Me, etc.)
* your name
* school year
* graphic that matches your career goal/life plans
1. **CAREER AND LIFE PLANNING** 20 points

Describe \_\_\_-year old you. When prompted, be sure to enter information into your Budget Spreadsheet, so you don’t forget that information later! For this section, please include:

* + - **Your Age**
		- **Career Choice** \**use the data from the Occupational Outlook Handbook*
			* **Occupation/Job Description** (overview, hours, work environment, etc.)
			* **Annual Salary** *Bcalculate this by entering the “median annual wage” given by OOH into your Budget Spreadsheet*
			* **Highest Level Of Education Received** (HS diploma, Associates, Bachelors, etc.) \**refer to “How to Become One” to determine required education for your career*
		- **Where You Will Live** (city/region, state)
		- **Marital Status** (single or married)
			* **Career And Annual Salary Of Your Spouse**, if applicable (\**same as above*)
		- **Children, if applicable** (number and age)

Supporting Research to Include:

* + - PDF printout/url to Occupation Summary from Occupational Outlook Handbook
1. **HOUSING DECISION** 20 points

You will each be renting your place of residence. In this section, you will determine your estimated budget for your monthly rent and investigate your various housing options. You will then select your residence. When prompted and after finding your place of residence, be sure to enter the requested information into your Budget Spreadsheet. For this section, please include:

* + **Your Estimated Rent Budget** (about 30% of your monthly net income)  *BDetermine your monthly net income by completing steps 3-4 in the “Completing You Budget Spreadsheet” part of these instructions (end of this packet).*
	+ **Three Possible Housing Options** – find and describe three different residences that fit your rent budget and needs (location, size, etc.) \**various search engines provided*
		- **Brief Description of Each Housing Option**
		- **Pros/Cons of Each Housing Option**
	+ **Your Selected Residence** – Describe your choice and why you selected it, include:
		- **Type of Residence** (apartment, condo, townhome, or single-family home)
		- **Location**
		- **Size** (bedrooms, bathrooms)
		- **Rent**
		- **Expenses Included in Rent** (electric, water, gas, garbage disposal, etc.)
		- **Features** (fitness center, landscaping, snow removal, pool, etc.)
	+ *BDon’t forget to enter a category for Rent in the Housing Expenses section of your Budget Spreadsheet, with the amount of your rent for your selected residence.*

Supporting Research to Include:

* + - PDF printout/url to each housing option showing rent, location, size, features, etc.
1. **VEHICLE** 20 points

You will each be buying a car. You may select from a new or used car, but either way, you must finance the purchase of your vehicle, in other words, get a loan to purchase your car. After selecting your vehicle, be sure to enter your car payment into your Budget Spreadsheet, so you don’t forget that information later! For this section, please include:

* + **How Much Car Can I Afford?** – *\*use the “How Much Car Can I Afford Calculator” with the information below to calculate the car price you can afford*
		- Zip Code: 60110 (just use this no matter where you are living)
		- Your Target Monthly Payment: about 5% of your monthly net income
		- Loan Term: 36, 48, or 60 months
		- Market Finance Rate: 2.99%
		- Value of Your Trade-In: $0
		- Amount Owed on Your Trade-In: $0
		- Cash Down Payment: one month’s net income
	+ **Three Possible Vehicle Options** – find three different vehicles that fit your vehicle payment budget and needs (type of vehicle, new/used, features, etc.) \**various search engines provided*
		- **Brief Description of Each Vehicle Option**
		- **Pros/Cons of Each Vehicle Option**
	+ **Your Selected Vehicle** – provide a thorough description of your selected vehicle and why you selected it
		- **Make & Model**
		- **Year**
		- **Price**
		- **Monthly Car Payment** *\*use the “Car Payment Calculator” with the information below to find your monthly car payment*
			* Auto Loan Amount: price of car minus down payment (one month’s net income)
			* Term in months: 36, 48, or 60 months
			* Interest rate per year %: 2.99
		- **Features** (automatic, 4wd, moon roof, remote start, etc.)
	+ *BDon’t forget to enter a category for Car Payment in the Vehicle Expenses section of your Budget Spreadsheet, with your car payment amount for your selected vehicle.*

Supporting Research to Include:

* + PDF printout/url to each vehicle option showing make/model, price, features, etc.
1. **INSURANCE** 20 points

For this project, we will assume your employer provides you with health insurance (including vision and dental) at a cost of $300 per month that will automatically be deducted from your pay (FYI: this is a rather low estimate). You will need to research renters insurance and auto insurance. After making your selections, be sure to enter this information into your Budget Spreadsheet. For this section, please include:

* + **Renters Insurance** *\*Use the “Renters Insurance Review: Reviews and Comparisons” link*
		- **Two Possible Renters Insurance Policies** – find two different renters insurance policies that fit your needs; provide the company names, prices, and main features in your description
		- **Your Selected Renters Insurance** - provide a thorough description of your selected renters insurance and why you selected it
		- *BDon’t forget to enter a category for Renters Insurance in the Housing Expenses section of your Budget Spreadsheet, with the monthly cost of this policy.*
	+ **Automobile Insurance** *\*Use the “Compare Auto Insurance Quotes” link*
		- **Two Possible Auto Insurance Policies** – find two different automobile insurance policies that fit your needs; provide the company names, prices, and main features in your description
		- **Your Selected Auto Insurance** - provide a thorough description of your choice for auto insurance and why you chose it
		- *BDon’t forget to enter a category for Automobile Insurance in the Vehicle Expenses section of your Budget Spreadsheet, with the monthly cost of this policy.*
	+ **Multi-Line Discount**, if applicable – if you choose the same insurance company for both your renters insurance and auto insurance, you can deduct 5% from your policy price

Supporting Research to Include:

* + PDF printout/url to both renters insurance options, with details
	+ PDF printout/url to both auto insurance options, with details
1. **FINANCIAL GOALS** 15 points

For this project you will develop and describe both short-term and long-term goals you have for your future. After setting your goals, be sure to enter any necessary savings categories into your Budget Spreadsheet. For this section, please include:

* + **One Short-Term Financial Goal** – Develop at least one short-term financial goal (one to be met within one year). In your description, include:
		- **What** is your goal?
		- **Why** it is important to you?
		- **When** is your deadline for meeting this goal?
		- **How** you will meet this goal? (automatic transfers to savings account, etc.)
	+ **Two Long-Term Financial Goals** – Develop at least two long-term financial goals (ones to be met longer than one year from now). In your description of each goal, include:
		- **What** is your goal?
		- **Why** it is important to you?
		- **When** is your deadline for meeting this goal?
		- **How** will you meet this goal? (set up retirement account, meet with financial planner, etc.)
	+ *BDon’t forget to enter a category (or categories) for Savings in the Investment Expenses or Miscellaneous Expenses section of your Budget Spreadsheet, with the amount of your savings.*

Supporting Research to Include:

* + PDF printout/url to research done on savings goals (cost of vacation, article on how much to save for retirement, dream car details, etc.)
1. **BANKING SERVICES** 20 points

Where will you keep all of this money you are earning and saving? You will research financial institutions and the services they offer to decide where you will put your money. For this section, please include:

* + **Two Possible Bank Options** – Find two different banks that you would consider using for your checking and savings needs. In your description of each bank, provide:
		- **Services Offered** (online banking, deposits by phone, text alerts, etc.)
		- **Types of Accounts Available** (savings, checking, CD, etc.)
		- **Account Requirements and Fees** (minimum balances, direct deposit, overdraft fee, monthly maintenance fee, etc.)
	+ **Your Selected Bank** – Provide a thorough description of the bank you chose and why you selected it. Also include:
		- **Accounts You Will Open** (ex: Chase Premier Checking, Chase Basic Savings)
		- **Plans for Use** (direct deposit paycheck into checking, automatic transfer of $100/month into savings, etc.)

Supporting Research to Include:

* + PDF printout/url to both bank options, with details
	+ PDF printout/url to selected accounts, with details

**COMPLETING YOUR BUDGET SPREADSHEET** 25 points

Follow these steps to complete your Budget Spreadsheet. You will only enter information in the cells with red borders. The other cells will automatically be filled-in as you work.

1. Follow the instructions titled, “Accessing and Copying the Budget Spreadsheet” on page 2 of this packet to locate and make a copy of the budget spreadsheet template for your Google Drive folder.
2. For “Your Median Annual Wage”, enter the “Median Annual Wage” given for your career in the Occupational Outlook Handbook. Do the same for “Spouse’s Median Annual Wage” if you have a spouse, otherwise you can enter 0.
3. For “Tax Rate”, look up your “Total Household Earnings” on the chart below. Enter the tax rate that applies to your salary range in your budget spreadsheet. Be sure to look at the ranges under Single if you are single and Married if you are married.

|  |  |
| --- | --- |
| **Annual Salary** | **Tax Rate** |
| **Single** | **Married** |
| $0 – $8,700 | $0 – $17,400 | 10% |
| $8,701 – $35,350 | $17,401 – $70,700 | 15% |
| $35,351 – $85,650 | $70,701 – $142,700 | 25% |
| $85,651 – $178,650 | $142,701 – $217,450 | 28% |
| $178,651 – $388,350 | $217,451 – $388,350 | 33% |
| $388,351+ | $388,351+ | 35% |

1. Education costs money, so depending on the degree required for your career, you will also have some college loans to pay off. For “Monthly College Loan Payment”, look up your highest degree earned on the table below. Enter the Monthly College Loan Payment that applies to you in your budget spreadsheet.

|  |  |  |
| --- | --- | --- |
| **Highest Degree Earned** | **Average Loan Debt Upon Graduation** | **Monthly College Loan Payment** *(based on standard 10 year repayment and 5% fixed interest rate)* |
| Certificate | $13,000 | $138 |
| Associates Degree | $18,000 | $180 |
| Undergraduate Degree | $33,000 | $350 |
| Graduate/Masters Degree | $57,000 | $605 |
| PhD/Doctorate | $100,000 | $1,060 |
| MD/Medical Degree | $180,000 | $1,909 |

1. To complete your budget spreadsheet, fill in all of the monthly expenses you will incur. A few notes to help you:
	1. The spreadsheet has been divided into sections to help you organize your work: House, Vehicle, Health & Medical, Food & Entertainment, Savings & Investments, and Miscellaneous Expenses.
	2. Also, on the second tab for this spreadsheet (found by clicking on “Budget Category Suggestions” at the bottom of the page) is a list of possible budget categories and estimated amounts. Use these to help you complete your spreadsheet.
	3. You will not necessarily use all of the categories or space provided, but you should make sure to cover your living expenses and have every dollar of your earnings allotted. In other words, when finished, your Net Gain/Loss should be $0.

**GRADING RUBRIC**

|  |  |
| --- | --- |
| **Required Component** | **Points Possible** |
| **Title Page** |
| *An attractive title page that includes:** **Title**
* **Your Name**
* **School Year**
* **Graphic That Matches Your Career Goal/Life Plans**
 | 5 |
| **Career and Life Planning** |
| **Your Age** | 2 |
| **Career Choice** *Thorough description of the following:** **Occupation/Job Description**
* **Annual Salary**
* **Highest Level of Education Received**
 | 532 |
| **Where You Will Live** | 2 |
| **Marital Status** | 2 |
| **Children, if applicable** | 2 |
| *Supporting Research to Include:** **PDF printout/url to Occupation Summary from Occupational Outlook Handbook**
 | 2 |
| **Housing Decision** |
| **Your Estimated Rent Budget** | 3 |
| **Three Possible Housing Options** (3 points for each option) *Include:** **Brief Description of Each Housing Option** (1 point)
* **Pros/Cons of Each Housing Option** (2 points)
 | #1 – 3#2 – 3#3 – 3 |
| **Your Selected Residence** *Include:** **Type of Residence**
* **Location**
* **Size**
* **Rent**
* **Expenses Included in Rent**
* **Features**
 | 111111 |
| *Supporting Research to Include:** **PDF printout/url to each housing option showing rent, location, size, features, etc.**
 | 2 |

|  |
| --- |
| **Vehicle** |
| **How Much Car Can I Afford?** | 3 |
| **Three Possible Vehicle Options** (3 points for each option) *Include:** **Brief Description of Each Vehicle Option** (1 point)
* **Pros/Cons of Each Vehicle Option** (2 points)
 | #1 – 3#2 – 3#3 – 3 |
| **Your Selected Vehicle** *Include:** **Make & Model**
* **Year**
* **Price**
* **Monthly Car Payment**
* **Features**
 | 11121 |
| *Supporting Research to Include:** **PDF printout/url to each vehicle option showing make/model, price, features, etc.**
 | 2 |
| **Insurance** |
| **Renters Insurance*** **Two Possible Renters Insurance Policies** (3 points for each option) *Include:*
	+ **Company Names** (1 point)
	+ **Prices** (1 point)
	+ **Main Features** (1 point)
* **Your Selected Renters Insurance** *Include:*
	+ **Thorough Description of Policy**
	+ **Why You Chose This Policy**
 | #1 – 3#2 – 311 |
| **Automobile Insurance*** **Two Possible Auto Insurance Policies** (3 points for each option) *Include:*
	+ **Company Names**
	+ **Prices**
	+ **Main Features**
* **Your Selected Auto Insurance** *Include:*
	+ **Thorough Description of Policy**
	+ **Why You Chose This Policy**
 | #1 – 3#2 – 311 |
| *Supporting Research to Include:** **PDF printout/url to both renters insurance options, with details**
* **PDF printout/url to both auto insurance options, with details**
 | 22 |

|  |
| --- |
| **Financial Goals** |
| **One Short-Term Financial Goal** *Include:** **What** is your goal?
* **Why** is it important to you?
* **When** is your deadline for meeting this goal?
* **How** will you meet this goal?
 | 1111 |
| **Two Long-Term Financial Goals** (4 points for each goal) *Include:** **What** is your goal? (1 point)
* **Why** is it important to you? (1 point)
* **When** is your deadline for meeting this goal? (1 point)
* **How** will you meet this goal? (1 point)
 | #1 – 4#2 – 4  |
| **Enter Applicable Savings Category on Budget Spreadsheet** | 1 |
| *Supporting Research to Include:** **PDF printout/url to research done on savings goals**
 | 2 |
| **Banking Services** |
| **Two Possible Bank Options** (5 points for each bank option) *Include:** **Services Offered** (2 points)
* **Types of Accounts** Offered (1 point)
* **Account Requirements and Fees** (2 points)
 | #1 – 5#2 – 5 |
| **Your Selected Bank** *Include:** **Accounts You Will Open**
* **Plans for Use**
 | 33 |
| *Supporting Research to Include:** **PDF printout/url to both bank options, with details**
* **PDF printout/url to selected accounts, with details**
 | 22 |
| **Budget Spreadsheet** |
| **Median Annual Wage** | 1 |
| **Tax Rate** | 1 |
| **Monthly College Loan** | 1 |
| **Budget Categories** *Include necessary budget categories and appropriate amounts in each section:** **Housing Expenses**
* **Vehicle Expenses**
* **Health & Medical**
* **Food & Entertainment**
* **Savings & Investments**
* **Miscellaneous Expenses**
 | 333333 |
| **Net Gain is $0** | 2 |
| **Accuracy** | 2 |
| **Total Points Possible** | **145** |