

Project Planning for Out and About

YOU SHOULD WORK WITH YOUR TEACHER TO PRODUCE YOUR PLAN.

At the top of your plan, you must show:

- Project start date and deadline
- Length of each lesson and number of lessons per week

What must go in your plan?

- Main tasks and sub-tasks shown in the table on pages 2, 3 and 4
- Other sub-tasks you think you need
- Time you plan to spend on each main task
- Date you plan to start each main task
- Catch-up time at end of each main task
- Checkpoints when you will discuss progress with your teacher

You must leave space to:

- record the date you finish each main task
- comment on your progress

Main tasks	Sub-tasks
What needs to be done?	Read the brief carefully
Getting organised	Create a Welcome folder Create other folders for work Create sources table (update as you go along) Choose test buddy and other test users
Planning/Keeping track	Create plan with teacher and save as 'Initial plan' Make copy as 'Ongoing plan'. Save review document
Student Information	Complete document Get feedback from teacher and make changes if necessary Find or create two flags and save Update plan and add comments
Survey - Data Collection	Use data collection form to gather 20 sets of data Create spreadsheet Enter data and test spreadsheet Get feedback from teacher and make changes if necessary Update plan and add comments
Survey - Results	Use spreadsheet to create charts Complete Trip Findings report Get feedback from teacher and make changes if necessary Complete survey section in review Update plan and add comments
Database	Create a data entry form Find details for two other trips Add two new records Update plan and add comments
Trip lists	Design and run three searches Prepare three trip lists using database software Get feedback from teacher and make necessary changes Complete section in review

	Update plan and add comments
Invitation	<p>Gather information and images</p> <p>Create invitation</p> <p>Get feedback from teacher and make changes if necessary</p> <p>Update sources table</p> <p>Complete section in review</p> <p>Update plan and add comments</p>
Welcome posters	<p>Gather information and original photos of area</p> <p>Create the posters</p> <p>Test the sequence to make sure it works</p> <p>Get feedback from teacher and test buddy and make changes</p> <p>Update sources table</p> <p>Complete section in review</p> <p>Update plan and add comments</p>
What's on leaflet	<p>Gather information and images</p> <p>Create leaflet</p> <p>Get feedback from teacher and test buddy and make changes if necessary</p> <p>Update sources table</p> <p>Complete section in review</p> <p>Update plan and add comments</p>
Complete eportfolio	<p>Make detailed list of everything to go in eportfolio</p> <p>Prepare evidence for eportfolio</p> <p>Design and create pages for eportfolio</p> <p>Spell check and proofread the commentaries</p> <p>Build eportfolio</p> <p>Make sure sources table is complete</p> <p>Test eportfolio and check size</p> <p>Ask test users for feedback and make any necessary changes</p> <p>Update plan and add comments</p>
Project Review	<p>Get feedback from teacher on publications and performance</p> <p>Complete project review</p> <p>Check with teacher</p> <p>Add review to eportfolio</p>