

Project Planning Notes

YOU SHOULD WORK WITH YOUR TEACHER TO PRODUCE YOUR PLAN

YOU MUST DO THIS BEFORE YOU START WORKING ON THE TASKS

TASKS MUST BE IN A SENSIBLE ORDER

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 to 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	<p>Create a D101EPORTFOLIO folder which contains folders called PUBLICATIONS, EVIDENCE and PROJECT MANAGEMENT</p> <p>Create sources table and save in PROJECT MANAGEMENT folder</p> <p>Save publications review in PROJECT MANAGEMENT folder</p> <p>Choose test buddy and other test users</p>
Planning/Keeping track	<p>Create plan with teacher and save in PROJECT MANAGEMENT folder as 'Initial plan'</p> <p>Make copy as 'Ongoing plan' and save in PROJECT MANAGEMENT folder</p>
Survey	<p>Use data collection form to gather data for five more adults</p> <p>Create spreadsheet</p> <p>Enter data and test spreadsheet</p> <p>Use spreadsheet to produce charts</p> <p>Get feedback from teacher and make changes if necessary</p> <p>Save spreadsheet (values and formulae) in EVIDENCE folder</p> <p>Update ongoing plan and add comments</p> <p>Complete survey results document</p> <p>Get feedback from teacher and make changes if necessary</p> <p>Save survey results in EVIDENCE folder</p> <p>Update ongoing plan and add comments</p>
Database	<p>Design and run search</p> <p>Save screenshot of search criteria in EVIDENCE folder</p> <p>Update ongoing plan and add comments</p>

<p>Database report</p>	<p>Prepare report using database software Get feedback from teacher and make changes if necessary Save report in PUBLICATIONS folder Complete database report section in publications review Update ongoing plan and add comments</p>
<p>Classroom poster</p>	<p>Gather information and images Create poster Get feedback from teacher and test buddy Make changes if necessary Update sources table Save poster in PUBLICATIONS folder Complete classroom poster section in publications review Update ongoing plan and add comments</p>
<p>Web page</p>	<p>Gather information and images Create web page Get feedback from teacher and test buddy Make changes if necessary Update sources table Save web page in PUBLICATIONS folder Complete web page section in publications review Update ongoing plan and add comments</p>
<p>Slideshow</p>	<p>Gather information and images Create slideshow Get feedback from teacher and test buddy. Make changes if necessary Update sources table Save slideshow in PUBLICATIONS folder Complete slideshow section in publications review Update ongoing plan and add comments</p>

Complete eportfolio	<ul style="list-style-type: none">Prepare evidence for eportfolio, using checklist to helpCreate pages for eportfolioSpell-check and proofread the context pagesBuild eportfolio, using structure chart to helpMake sure sources table is completeCheck that there are working links to all the evidence in checklistTest eportfolio and check sizeAsk test users for feedback and make any necessary changesUpdate ongoing plan and add comments
Project review	<ul style="list-style-type: none">Check that publications review is completeGet feedback from teacher on performanceComplete end-of-project reviewCheck both reviews with teacherSave both reviews in PROJECT MANAGEMENT folder