

D104 Have your say! PROJECT SUMMARY

The summary is for a team of 3 but the same applies to a team of 4.

☺☺☺ with black text indicates a team activity

☺ Red, ☺ blue and ☺ green text indicates individual work

☺☺☺ **Update team project plan, team log, team review and sources table throughout**

Each team member should update their individual review and project diary throughout

☺ TEAM MEMBER 1	☺ TEAM MEMBER 2	☺ TEAM MEMBER 3
Main task: Getting started		
☺ Read the brief ☺ Create folders for work	☺ Read the brief ☺ Create folders for work	☺ Read the brief ☺ Create folders for work
Main task: Organising teams		
☺☺☺ Form teams ☺☺☺ Set up a shared area with shared proposal folder ☺☺☺ Create a team log ☺☺☺ Save team review		
Main task: Planning/Keeping track		
☺☺☺ Hold meeting to work out what is required ☺☺☺ Produce a team project plan ☺☺☺ Create a sources table		
☺ Start project diary ☺ Save review	☺ Start project diary ☺ Save review	☺ Start project diary ☺ Save review
Main task: What do you want to say?		
☺☺☺ Investigate campaigning ☺☺☺ Decide on a focus for the campaign ☺☺☺ Complete mind map ☺☺☺ Decide what information each team member will look for		
Main task: What do you need to know?		
☺ Carry out research	☺ Carry out research	☺ Carry out research
☺☺☺ Hold meeting for members to present their findings		
Main task: Creating the look		
☺☺☺ Decide on name and strapline		
☺ Design logo and colour scheme ☺ Produce ID document	☺ Design logo and colour scheme ☺ Produce ID document	☺ Design logo and colour scheme ☺ Produce ID document
☺☺☺ Finalise the agreed identity ☺☺☺ Decide who will produce each document		
☺ Produce allocated document(s) using the agreed ID	☺ Produce allocated document(s) using the agreed ID	☺ Produce allocated document(s) using the agreed ID
☺☺☺ Agree the final set of documents		
Main task: The website		
☺☺☺ Produce storyboard for website ☺☺☺ Decide who will do what and annotate the storyboard		
☺ Carry out tasks ☺ Get feedback and make changes	☺ Carry out tasks ☺ Get feedback and make changes	☺ Carry out tasks ☺ Get feedback and make changes
☺☺☺ Complete and test the website		
Main task: Costing items		
☺☺☺ Choose items to promote campaign ☺☺☺ Complete items document		
☺ Produce and test model	☺ Produce and test model	☺ Produce and test model

Main task: Producing items		
<ul style="list-style-type: none"> ☺☺☺ Try out models and agree promotional items (3 items each) ☺☺☺ Complete summary to show costings 		
☺ Produce items	☺ Produce items	☺ Produce items
<ul style="list-style-type: none"> ☺☺☺ Get feedback from potential supporters and make changes ☺☺☺ Approve final set of items 		
Main task: The proposal		
☺☺☺ Complete the team proposal		
Main task: eportfolio		
<ul style="list-style-type: none"> ☺ Make detailed list of everything to go in eportfolio ☺ Prepare evidence for eportfolio ☺ Design and create pages for eportfolio ☺ Build eportfolio including shared team proposal ☺ Test eportfolio and make any necessary changes 	<ul style="list-style-type: none"> ☺ Make detailed list of everything to go in eportfolio ☺ Prepare evidence for eportfolio ☺ Design and create pages for eportfolio ☺ Build eportfolio including shared team proposal ☺ Test eportfolio and make any necessary changes 	<ul style="list-style-type: none"> ☺ Make detailed list of everything to go in eportfolio ☺ Prepare evidence for eportfolio ☺ Design and create pages for eportfolio ☺ Build eportfolio including shared team proposal ☺ Test eportfolio and make any necessary changes
Main task: Review		
☺☺☺ Complete team review		
<ul style="list-style-type: none"> ☺ Complete individual review ☺ Complete project log ☺ Add team and individual reviews to eportfolio 	<ul style="list-style-type: none"> ☺ Complete individual review ☺ Complete project log ☺ Add team and individual reviews to eportfolio 	<ul style="list-style-type: none"> ☺ Complete individual review ☺ Complete project log ☺ Add team and individual reviews to eportfolio
Main task: Complete eportfolio		
☺ Final test of eportfolio	☺ Final test of eportfolio	☺ Final test of eportfolio