

## D204 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

**The team must update the project plan, team log and sources table.**

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

**Each team member must update their project diary.**

**Build time into the plan for updating, testing and review.**

☺ <b>TEAM MEMBER 1</b>	☺ <b>TEAM MEMBER 2</b>	☺ <b>TEAM MEMBER 3</b>
☺☺☺ Draw up a set of rules for meetings		
☺☺☺ Hold meeting to work out what is required		
☺☺☺ Set up a shared area to enable shared files to be accessed		
☺☺☺ Create a team log		
☺☺☺ Produce a team project plan		
☺☺☺ Create a sources table		
☺ Start project diary	☺ Start project diary	☺ Start project diary
☺☺☺ Investigate campaigning		
☺☺☺ Decide on a focus for the campaign		
☺☺☺ Decide what information each team member will look for		
☺ Produce a mind map and carry out research	☺ Produce a mind map and carry out research	☺ Produce a mind map and carry out research
☺☺☺ Hold meeting for members to present their investigations		
☺☺☺ Decide on basic principles for the "look" (the corporate identity)		
☺ Produce logo, name, strapline and colour scheme	☺ Produce logo, name, strapline and colour scheme	☺ Produce logo, name, strapline and colour scheme
☺☺☺ Finalise the agreed identity		
☺☺☺ Allocate documents to team members		
☺ 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		
☺ Choose items for campaign strategy	☺ Choose items for campaign strategy	☺ Choose items for campaign strategy
☺ Produce model	☺ Produce model	☺ Produce model
☺ Prepare presentation	☺ Prepare presentation	☺ Prepare presentation
☺☺☺ Present findings and agree campaign strategy (3 items each)		
☺☺☺ Create a summary spreadsheet for the final set of strategy items		
☺☺☺ Allocate three items to each team member		
☺ Produce items	☺ Produce items	☺ Produce items
☺☺☺ Approve final set of items		
☺☺☺ Produce and annotate storyboard for web product		
☺☺☺ Allocate tasks		
☺ Carry out tasks	☺ Carry out tasks	☺ Carry out tasks
☺☺☺ Complete and test the web product		
☺☺☺ Prepare a complete proposal for the campaign		
☺ Build eportfolio	☺ Build eportfolio	☺ Build eportfolio
☺☺☺ Complete team review		
☺ Individual review	☺ Individual review	☺ Individual review
☺ Final testing	☺ Final testing	☺ Final testing