

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 and 3
- 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 D101EPORFOLIO 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 own data for 7 days</p> <p>Get completed form from test buddy</p> <p>Create spreadsheet</p> <p>Enter data and test spreadsheet</p> <p>Use spreadsheet to create 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>Add three new items to the database</p> <p>Update sources table</p> <p>Save screenshot new records in EVIDENCE folder</p> <p>Design and run three searches</p> <p>Save screenshots of searches in EVIDENCE folder</p> <p>Update ongoing plan and add comments</p>

Portion reports	<p>Prepare three portion reports using database software</p> <p>Get feedback from teacher and make changes if necessary</p> <p>Save reports in PUBLICATIONS folder</p> <p>Complete reports section in publications review</p> <p>Update ongoing plan and add comments</p>
Breakfast card	<p>Gather information and images</p> <p>Create breakfast card</p> <p>Get feedback from teacher and test buddy</p> <p>Make changes if necessary</p> <p>Update sources table</p> <p>Save breakfast card in PUBLICATIONS folder</p> <p>Complete breakfast card section in publications review</p> <p>Update ongoing plan and add comments</p>
Presentation	<p>Gather information and images</p> <p>Create screens</p> <p>Test the presentation to make sure it works</p> <p>Get feedback from teacher and test buddy.</p> <p>Make changes if necessary</p> <p>Update sources table</p> <p>Save presentation in PUBLICATIONS folder</p> <p>Complete presentation section in publications review</p> <p>Update ongoing plan and add comments</p>
Poster	<p>Gather information and images</p> <p>Create poster</p> <p>Get feedback from teacher and test buddy</p> <p>Make changes if necessary</p> <p>Update sources table</p> <p>Save poster in PUBLICATIONS folder</p> <p>Complete poster section in publications review</p> <p>Update ongoing plan and add comments</p>

Complete eportfolio	<p>Prepare evidence for eportfolio</p> <p>Design and create pages for eportfolio</p> <p>Spell-check and proofread the context pages</p> <p>Build eportfolio</p> <p>Make sure sources table is complete</p> <p>Check that there are working links to all the evidence in checklist</p> <p>Test eportfolio and check size</p> <p>Ask test users for feedback and make any necessary changes</p> <p>Update ongoing plan and add comments</p>
Project review	<p>Check that publications review is complete</p> <p>Get feedback from teacher on performance</p> <p>Complete end-of-project review</p> <p>Check with teacher</p> <p>Save both reviews in PROJECT MANAGEMENT folder</p>