

Project Planning for Small Actions, Big Change

YOU SHOULD WORK WITH YOUR TEACHER TO COMPLETE 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 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
- Which tasks you will do for homework
- 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 an Action folder Create other folders for work Create assets table (update as you go along)
Planning/Keeping track	Create plan with teacher and save as 'Initial plan' Make copy as 'Ongoing plan' Save review document
Proposal	Complete the proposal Agree proposal with teacher Complete section in review Update plan and add comments
Logo	Create original image Create logo using given template Get feedback and make changes if necessary Complete section in review Update plan and add comments
Digital Poster	Produce detailed storyboard Get feedback and make changes if necessary Prepare assets Update assets table Create digital poster Get feedback and make changes if necessary Complete section in review Update plan and add comments
Movie	Create timeline storyboard and script Get feedback and make changes if necessary Prepare assets Update assets table Create movie Get feedback and make changes if necessary

	<p>Complete section in review</p> <p>Update plan and add comments</p>
Information Point	<p>Produce detailed storyboard</p> <p>Get feedback and make changes if necessary</p> <p>Gather assets</p> <p>Update assets table</p> <p>Create information point</p> <p>Get feedback and make changes if necessary</p> <p>Complete section in review</p> <p>Update plan and add comments</p>
Web Page	<p>Produce detailed storyboard</p> <p>Get feedback and make changes if necessary</p> <p>Gather assets</p> <p>Update assets table</p> <p>Create web page</p> <p>Get feedback and make changes if necessary</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 pages</p> <p>Build eportfolio</p> <p>Make sure assets 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 products and performance</p> <p>Complete project review</p> <p>Check with teacher</p> <p>Add review to eportfolio</p>