

Project Planning for Hidden Treasure

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
- 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 a Treasure folder Create other folders for work Create assets table (update as you go along) Save product review
Planning/Keeping track	Create plan with teacher and save as 'Initial plan' Make copy as 'Ongoing plan'
Proposal	Complete the proposal Agree proposal with teacher Complete section in product review Update ongoing plan and add comments
Task 1 puzzles	Prepare assets Update assets table Create puzzles Get feedback and make changes if necessary Complete section in product review Update ongoing plan and add comments
Task 2 animation	Produce timeline storyboard Get feedback and make changes if necessary Prepare assets Update assets table Create animation Get feedback and make changes if necessary Complete section in product review Update ongoing plan and add comments
Task 3 movie	Create timeline storyboard Get feedback and make changes if necessary Prepare assets Update assets table Create movie Get feedback and make changes if necessary Complete section in product review Update ongoing plan and add comments
Ending	Save files in Treasure folder Enter combination in text file Check that correct combination runs the movie

Instructions	<p>Create instruction sheet using outline</p> <p>Get feedback and make changes if necessary</p> <p>Update ongoing plan and add comments</p>
Main screen	<p>Produce detailed design</p> <p>Get feedback and make changes if necessary</p> <p>Gather assets</p> <p>Update assets table</p> <p>Create screen</p> <p>Get feedback and make changes if necessary</p> <p>Complete section in product review</p> <p>Update ongoing plan and add comments</p>
Complete treasure hunt	<p>Make sure all parts of treasure hunt are in Treasure folder</p> <p>Build treasure hunt by adding links</p> <p>Test treasure hunt using testing sheet</p> <p>Get feedback from target audience and make changes if necessary</p> <p>Complete section in product review</p> <p>Update ongoing 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>Check that product 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>Add review to eportfolio</p>