

## **Project Planning for Chillout Here!**

**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 to 4
- 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 a Chillout folder Create other folders for work Create elements table (To be updated as you go along)
Planning and keeping track	Create plan with teacher and save as 'Initial plan' Make copy as 'Ongoing plan'. Save review document
Proposal and Design	Complete the proposal Get approval from teacher Update plan and add comments Create a design log
Draw It	Produce a floor plan and elevation Ask test users for feedback, make changes if necessary Update design log Complete section in review Update plan and add comments
Pattern Design	Design original pattern Get feedback and make changes if necessary Update design log Update elements table Complete section in review Update plan and add comments
Paste It	Paste repeat design onto elevation Get feedback and make changes if necessary Update design log

	<p>Update elements table</p> <p>Complete section in review</p> <p>Update plan and add comments</p>
Cushion Cover	<p>Design cushion cover</p> <p>Get feedback and make changes if necessary</p> <p>Update design log</p> <p>Update elements table</p> <p>Complete section in review</p> <p>Update plan and add comments</p>
Screensaver	<p>Create screensaver</p> <p>Annotate thumbnails of images</p> <p>Get feedback and make changes if necessary</p> <p>Update design log</p> <p>Update elements table</p> <p>Complete section in review</p> <p>Update plan and add comments</p>
Picture It	<p>Update floor plan</p> <p>Get feedback and make changes if necessary</p> <p>Update design log</p> <p>Update elements table</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 that elements table is complete</p> <p>Test eportfolio and check size</p> <p>Ask test users for feedback and make any necessary</p>

	changes
Project Review	Get feedback from teacher on products and performance Complete project review Check with teacher Add review to eportfolio