THE £10 CHALLENGE   PROJECT SUMMARY

This summary shows most of the tasks and sub-tasks required to help you complete your team project plan. It is for a team of 3 but the same applies to a team of 4.

☺☺☺ with black text indicates a team activity

☺ Red, ☺ blue and ☺ green text indicate <u>individual </u>work

☺ ☺ ☺ **Update team project plan, team log, team review and sources table throughout**
Each team member should update their individual review throughout

☺ TEAM MEMBER 1	☺ TEAM MEMBER 2	☺ TEAM MEMBER 3
Main task: Getting started		
☺ Read the brief ☺ Create folders for work	☺ Read the brief. ☺ Create folders for work	☺ Read the brief ☺ Create folders for work
Main task: Organising team		
☺ ☺ ☺ Form a team ☺ ☺ ☺ Set up a shared area with shared proposal folder ☺ ☺ ☺ Save team review		
Main task: Planning/keeping track		
☺ ☺ ☺ Hold meeting to work out what is required ☺ ☺ ☺ Produce a team project plan, including a column for team log ☺ ☺ ☺ Create a sources table		
☺ Save individual review	☺ Save individual review	☺ Save individual review
Main task: What do you want to do?		
☺ ☺ ☺ Hold meeting to draw up a shortlist of ideas ☺ ☺ ☺ Update team log		
☺ Produce a mind map	☺ Produce a mind map	☺ Produce a mind map
Main task: What do you need to know?		
☺ Carry out research using mind map to help and save evidence	☺ Carry out research using mind map to help and save evidence	☺ Carry out research using mind map to help and save evidence
☺ Carry out market research and save evidence	☺ Carry out market research and save evidence	☺ Carry out market research and save evidence
☺ Update sources table	☺ Update sources table	☺ Update sources table

Main task: Money matters		
☺ Produce spreadsheet model for allocated idea ☺ Test and make changes ☺ Get feedback and make changes ☺ Save and update sources table ☺ Answer questions in review	☺ Produce spreadsheet model for allocated idea ☺ Test and make changes ☺ Get feedback and make changes ☺ Save and update sources table ☺ Answer questions in review	☺ Produce spreadsheet model for allocated idea ☺ Test and make changes ☺ Get feedback and make changes ☺ Save and update sources table ☺ Answer questions in review

Main task: Decision time
☺☺☺ Each team member presents their investigations and team decides what to do ☺☺☺ Save spreadsheet model for the chosen idea in shared area ☺☺☺ Update team log on plan

Main task: Creating the look – individual designs
☺☺☺ Decide on name and strapline for the "look" (the corporate identity)

☺ Design logo and colour scheme ☺ Produce document with logo, name, strapline and colours ☺ Label document to explain design and save for eportfolio ☺ Answer questions in review	☺ Design logo and colour scheme ☺ Produce document with logo, name, strapline and colours ☺ Label document to explain design and save for eportfolio ☺ Answer questions in review	☺ Design logo and colour scheme ☺ Produce document with logo, name, strapline and colours ☺ Label document to explain design and save for eportfolio ☺ Answer questions in review

Main task: Creating the look – making a decision
☺☺☺ Agree the corporate identity ☺☺☺ Decide on documents and who will do what ☺☺☺ Update team log

Main task: Creating the look – the final set

☺ Produce allocated document(s) using the agreed ID ☺ Get feedback and make changes ☺ Save for eportfolio ☺ Answer questions in review	☺ Produce allocated document(s) using the agreed ID ☺ Get feedback and make changes ☺ Save for eportfolio ☺ Answer questions in review	☺ Produce allocated document(s) using the agreed ID ☺ Get feedback and make changes ☺ Save for eportfolio ☺ Answer questions in review

☺☺☺ Agree the final set of documents and save in shared area ☺☺☺ Update team log ☺☺☺ Answer questions in review

Main task: The website
☺☺☺ Decide what needs to be done and who will do what ☺☺☺ Update team log ☺☺☺ Answer questions in review

☺ Carry out allocated tasks for website ☺ Get feedback and make changes	☺ Carry out allocated tasks for website ☺ Get feedback and make changes	☺ Carry out allocated tasks for website ☺ Get feedback and make changes

☺ ☺ ☺ Complete and test the website
☺ ☺ ☺ Update sources table and team log
☺ ☺ ☺ Save website in shared proposal folder
☺ ☺ ☺ Answer questions in team review

Main task: Decide on promotional materials

☺ ☺ ☺ Decide on promotional items
☺ ☺ ☺ Decide which three items each team member will produce
☺ ☺ ☺ Complete items document and save
☺ ☺ ☺ Update team log

Main task: Produce promotional materials

☺ Produce promotional items ☺ Get feedback and make changes ☺ Save for eportfolio ☺ Answer questions in review	☺ Produce promotional items ☺ Get feedback and make changes ☺ Save for eportfolio ☺ Answer questions in review	☺ Produce promotional items ☺ Get feedback and make changes ☺ Save for eportfolio ☺ Answer questions in review

☺ ☺ ☺ Approve final set of promotional materials and save in shared area
☺ ☺ ☺ Update team log and sources table
☺ ☺ ☺ Answer questions in team review

Main task: Produce eportfolio

☺ Make detailed list of everything to go in eportfolio ☺ Design and create home page, proposal page and other context pages for eportfolio ☺ Prepare evidence for eportfolio ☺ Complete eportfolio ☺ Test eportfolio, check size and make any necessary changes	☺ Make detailed list of everything to go in eportfolio ☺ Design and create home page, proposal page and other context pages for eportfolio ☺ Prepare evidence for eportfolio ☺ Complete eportfolio ☺ Test eportfolio, check size and make any necessary changes	☺ Make detailed list of everything to go in eportfolio ☺ Design and create home page, proposal page and other context pages for eportfolio ☺ Prepare evidence for eportfolio ☺ Complete eportfolio ☺ Test eportfolio, check size and make any necessary changes

Main task: Project review

☺ ☺ ☺ Complete the team review

☺ Complete individual project review ☺ Add team and individual reviews to eportfolio	☺ Complete individual project review ☺ Add team and individual reviews to eportfolio	☺ Complete individual project review ☺ Add team and individual reviews to eportfolio

Main task: Complete eportfolio

☺ Final test of eportfolio	☺ Final test of eportfolio	☺ Final test of eportfolio