

## D204 Planning notes

You may use any suitable software to produce your project plan but it must include a detailed team log. The plan must include:

- a start date and finish date for the project
- all the main tasks and sub-tasks
- the order in which you will carry out the tasks - make sure it is logical
- which tasks will involve team work and which each team member will do individually
- which sub-task each team member is working on at any time
- how much time is allowed for each main task and sub-task
- where you have allowed contingency time - in case you need it when things don't go according to plan
- checkpoints when you will review your progress with your teacher and agree any changes to your plan
- when test users and reviewers will look at your work
- a column for the team log (unless this is to be a separate worksheet or file)

**YOU MUST AGREE YOUR INITIAL TEAM PLAN WITH YOUR TEACHER BEFORE YOU CONTINUE.**