

D204 £10 challenge PROJECT SUMMARY

The summary is for a team of 3 but the same applies to a team of 4.

☺☺☺ with black text indicates a team activity

The team must update the project plan, team log and sources table.

☺ Red, ☺ blue and ☺ green text indicate individual work

BUILD TIME INTO THE PLAN FOR UPDATING, TESTING AND REVIEW.

☺ TEAM MEMBER 1	☺ TEAM MEMBER 2	☺ TEAM MEMBER 3
☺☺☺ Draw up a set of rules for meetings ☺☺☺ Hold meeting to work out what is required ☺☺☺ Set up a shared area to enable shared files to be accessed ☺☺☺ Produce an initial team project plan ☺☺☺ Create a team log ☺☺☺ Create a sources table ☺☺☺ Team draws up a shortlist of ideas for the enterprise ☺☺☺ Each team member allocated one idea each to investigate		
☺ Produce mind map and carry out research ☺ Produce spreadsheet model	☺ Produce mind map and carry out research ☺ Produce spreadsheet model	☺ Produce mind map and carry out research ☺ Produce spreadsheet model
☺☺☺ Team members present their investigations and team chooses which idea(s) to use for the enterprise ☺☺☺ Team decides on basic principles for corporate identity		
☺ Produce annotated design - logo, name, strapline and colour scheme	☺ Produce annotated design - logo, name, strapline and colour scheme	☺ Produce annotated design - logo, name, strapline and colour scheme
☺☺☺ Finalise the agreed identity ☺☺☺ Allocate documents to team members		
☺ Produce allocated document(s) using the agreed ID	☺ Produce allocated document(s) using the agreed ID	☺ Produce allocated document(s) using the agreed ID
☺☺☺ Agree the final set of documents ☺☺☺ Produce and annotate storyboard for website ☺☺☺ Allocate tasks		
☺ Carry out tasks	☺ Carry out tasks	☺ Carry out tasks
☺☺☺ Complete and test the website ☺☺☺ Agree promotional strategy ☺☺☺ Complete items document ☺☺☺ Update spreadsheet model for final enterprise ☺☺☺ Allocate three promotional items to each team member		
☺ Produce items	☺ Produce items	☺ Produce items
☺☺☺ Approve final set of items ☺☺☺ Prepare a complete proposal for the enterprise		
☺ Build eportfolio	☺ Build eportfolio	☺ Build eportfolio
☺☺☺ Complete team review		
☺ Individual review ☺ Final eportfolio testing	☺ Individual review ☺ Final eportfolio testing	☺ Individual review ☺ Final eportfolio testing