

D204 Class act 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
😊😊😊 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 including a team log 😊😊😊 Save a copy as 'ongoing team plan' 😊😊😊 Create a sources table 😊😊😊 Team draws up a shortlist of ideas for the enterprise 😊😊😊 Each team member allocated one idea 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 😊😊😊 Check model for chosen event and update if necessary 😊😊😊 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
😊😊😊 Hold a team meeting for each member to present their ideas 😊😊😊 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 storyboard for website 😊😊😊 Allocate website 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