

## Cash 4 Kids

### PROJECT SUMMARY

This summary shows most of the tasks and sub-tasks 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 indicates individual work

☺ TEAM MEMBER 1	☺ TEAM MEMBER 2	☺ TEAM MEMBER 3
<b>Main task: Getting started</b>		
☺ Read the brief ☺ Create folders for work	☺ Read the brief. ☺ Create folders for work	☺ Read the brief ☺ Create folders for work
<b>Main task: Organising teams</b>		
☺☺☺ Form teams ☺☺☺ Draw up a set of rules for meetings ☺☺☺ Set up a shared area for team members to access ☺☺☺ Create agenda for first meeting		
<b>Main task: First meeting</b>		
☺☺☺ Work out what needs to be done ☺☺☺ Produce a detailed team project plan and save in shared area ☺☺☺ Create a shortlist of possible items to sell ☺☺☺ Decide who will investigate each item		
☺ Start project diary	☺ Start project diary	☺ Start project diary
<b>Main task: What do you want to do - investigations</b>		
☺ Carry out market research and produce a mind map	☺ Carry out market research and produce a mind map	☺ Carry out market research and produce a mind map
<b>Main task: What do you want to do - spreadsheet model</b>		
☺ Produce spreadsheet model for the item ☺ Test and make changes ☺ Get feedback and make changes	☺ Produce spreadsheet model for the item ☺ Test and make changes ☺ Get feedback and make changes	☺ Produce spreadsheet model for the item ☺ Test and make changes ☺ Get feedback and make changes
<b>Main task: Make a decision</b>		
☺ Prepare presentation to the team	☺ Prepare presentation to the team	☺ Prepare presentation to the team
☺☺☺ Each team member presents their investigations and team chooses an item to sell ☺☺☺ Save spreadsheet model for the chosen idea in shared area ☺☺☺ Save agenda and minutes in shared area		
<b>Main task: Agree the look - the corporate identity</b>		
☺☺☺ Decide on name and strapline for the "look" (the corporate identity)		
☺ Design logo and colour scheme ☺ Produce logo, name and strapline(slogan) on an A4 sheet ☺ Label document to explain design and save for eportfolio	☺ Design logo and colour scheme ☺ Produce logo, name and strapline(slogan) on an A4 sheet ☺ Label document to explain design and save for eportfolio	☺ Design logo and colour scheme ☺ Produce logo, name and strapline(slogan) on an A4 sheet ☺ Label document to explain design and save for eportfolio
☺☺☺ Agree the corporate identity ☺☺☺ Decide who will produce each business document in the list		

<b>Main task: Business documents</b>		
<ul style="list-style-type: none"> <li>☺ Produce allocated document(s) using the agreed ID</li> <li>☺ Get feedback and make changes</li> </ul>	<ul style="list-style-type: none"> <li>☺ Produce allocated document(s) using the agreed ID</li> <li>☺ Get feedback and make changes</li> </ul>	<ul style="list-style-type: none"> <li>☺ Produce allocated document(s) using the agreed ID</li> <li>☺ Get feedback and make changes</li> </ul>
☺☺☺ Agree the final set of documents and save in shared area		
<b>Main task: Promotional website</b>		
<ul style="list-style-type: none"> <li>☺☺☺ Design storyboard for website</li> <li>☺☺☺ Decide who will do what, annotate storyboard</li> </ul>		
<ul style="list-style-type: none"> <li>☺ Carry out allocated tasks for website</li> <li>☺ Get feedback and make changes</li> </ul>	<ul style="list-style-type: none"> <li>☺ Carry out allocated tasks</li> <li>☺ Get feedback and make changes</li> </ul>	<ul style="list-style-type: none"> <li>☺ Carry out allocated tasks</li> <li>☺ Get feedback and make changes</li> </ul>
<ul style="list-style-type: none"> <li>☺☺☺ Complete and test the website</li> <li>☺☺☺ Save website and storyboard in shared area</li> </ul>		
<b>Main task: Decide on promotional materials</b>		
<ul style="list-style-type: none"> <li>☺☺☺ Decide on promotional materials</li> <li>☺☺☺ Update the spreadsheet model to include marketing costs</li> <li>☺☺☺ Decide which three items each member will produce</li> </ul>		
<b>Main task: Produce promotional materials</b>		
<ul style="list-style-type: none"> <li>☺ Produce promotional materials</li> <li>☺ Get feedback and make changes</li> <li>☺ Save for eportfolio</li> </ul>	<ul style="list-style-type: none"> <li>☺ Produce promotional materials</li> <li>☺ Get feedback and make changes</li> <li>☺ Save for eportfolio</li> </ul>	<ul style="list-style-type: none"> <li>☺ Produce promotional materials</li> <li>☺ Get feedback and make changes</li> <li>☺ Save for eportfolio</li> </ul>
☺☺☺ Approve final set of promotional materials and save in shared area		
<b>Main task: Produce enterprise proposal</b>		
☺☺☺ Prepare a complete enterprise proposal and save in shared area		
<b>Main task: Produce eportfolio</b>		
<ul style="list-style-type: none"> <li>☺ Make detailed list of everything to go in eportfolio</li> <li>☺ Prepare evidence for eportfolio</li> <li>☺ Design and create pages for eportfolio</li> <li>☺ Build eportfolio</li> <li>☺ Test eportfolio and make any necessary changes</li> </ul>	<ul style="list-style-type: none"> <li>☺ Make detailed list of everything to go in eportfolio</li> <li>☺ Prepare evidence for eportfolio</li> <li>☺ Design and create pages for eportfolio</li> <li>☺ Build eportfolio</li> <li>☺ Test eportfolio and make any necessary changes</li> </ul>	<ul style="list-style-type: none"> <li>☺ Make detailed list of everything to go in eportfolio</li> <li>☺ Prepare evidence for eportfolio</li> <li>☺ Design and create pages for eportfolio</li> <li>☺ Build eportfolio</li> <li>☺ Test eportfolio and make any necessary changes</li> </ul>
<b>Main task: Project review</b>		
☺☺☺ Team completes the team review		
<ul style="list-style-type: none"> <li>☺ Individual project review</li> <li>☺ Complete project log</li> <li>☺ Add team and individual reviews and log to eportfolio</li> </ul>	<ul style="list-style-type: none"> <li>☺ Individual project review</li> <li>☺ Complete project log</li> <li>☺ Add team and individual reviews and log to eportfolio</li> </ul>	<ul style="list-style-type: none"> <li>☺ Individual project review</li> <li>☺ Complete project log</li> <li>☺ Add team and individual reviews and log to eportfolio</li> </ul>
<b>Main task: Complete eportfolio</b>		
☺ Final test of eportfolio		