

## D204 Cash4Kids

### 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

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

☺ <b>TEAM MEMBER 1</b>	☺ <b>TEAM MEMBER 2</b>	☺ <b>TEAM MEMBER 3</b>
☺ ☺ ☺ Draw up a set of rules for meetings ☺ ☺ ☺ Set up a shared area to enable shared files to be accessed ☺ ☺ ☺ Create an agenda ☺ ☺ ☺ Hold meeting to work out what is required ☺ ☺ ☺ Produce a detailed team project plan ☺ ☺ ☺ Draw up a shortlist of events to hold ☺ ☺ ☺ Decide who will investigate which event		
☺ <b>Start project diary</b> Research your event and produce a mind map and spreadsheet model	☺ <b>Start project diary</b> Research your event and produce a mind map and spreadsheet model	☺ <b>Start project diary</b> Research your event and produce a mind map and spreadsheet model
☺ ☺ ☺ Hold meeting for members to present their investigations and choose an event to hold ☺ ☺ ☺ Decide on basic principles for the "look" (the corporate identity)		
☺ <b>Design corporate ID</b> ☺ <b>Produce logo, name and strapline (slogan) on an A4 sheet</b>	☺ <b>Design corporate ID</b> ☺ <b>Produce logo, name and strapline (slogan) on an A4 sheet</b>	☺ <b>Design corporate ID</b> ☺ <b>Produce logo, name and strapline (slogan) on an A4 sheet</b>
☺ ☺ ☺ Finalise the "look" ☺ ☺ ☺ Allocate business documents from the required list		
☺ <b>Produce allocated document(s) using the agreed ID</b>	☺ <b>Produce allocated document(s) using the agreed ID</b>	☺ <b>Produce allocated document(s) using the agreed ID</b>
☺ ☺ ☺ Agree the final set of documents ☺ ☺ ☺ Design storyboard for website and allocate tasks		
☺ <b>Carry out allocated tasks</b>	☺ <b>Carry out allocated tasks</b>	☺ <b>Carry out allocated tasks</b>
☺ ☺ ☺ Complete and test the website ☺ ☺ ☺ Agree marketing strategy ☺ ☺ ☺ Update the spreadsheet model for the chosen event ☺ ☺ ☺ Allocate promotional materials		
☺ <b>Produce promotional materials</b>	☺ <b>Produce promotional materials</b>	☺ <b>Produce promotional materials</b>
☺ ☺ ☺ Approve final set of promotional materials ☺ ☺ ☺ Prepare a complete enterprise proposal		
☺ <b>Produce eportfolio</b>	☺ <b>Produce eportfolio</b>	☺ <b>Produce eportfolio</b>
☺ ☺ ☺ Complete team review		
☺ <b>Individual review</b>	☺ <b>Individual review</b>	☺ <b>Individual review</b>