

Celebrating the Class of 2006

PROJECT SUMMARY

☺ TEAM MEMBER 1	☺ TEAM MEMBER 2	☺ TEAM MEMBER 3
☺☺☺ Team brainstorms the project requirements ☺☺☺ Team produces a detailed team project plan ☺☺☺ Team draws up a shortlist of ideas for the enterprise ☺☺☺ Each team member chooses one idea each to investigate.		
☺ Start project diary Research your idea and produce spreadsheet model	☺ Start project diary Research your idea and produce spreadsheet model	☺ Start project diary Research your idea and produce spreadsheet model
☺☺☺ Team members discuss each idea and choose one event ☺☺☺ Team decides on features for the corporate identity		
☺ Design corporate ID ☺ Produce letterhead	☺ Design corporate ID ☺ Produce letterhead	☺ Design corporate ID ☺ Produce letterhead
☺☺☺ Team agrees final corporate identity ☺☺☺ Team decides who will produce each document on the list		
☺ Produce allocated document(s) using the agreed ID	☺ Produce allocated document(s) using the agreed ID	☺ Produce allocated document(s) using the agreed ID
☺☺☺ Team designs storyboard for website and decides who will produce each page		
☺ Create allocated page(s)	☺ Create allocated page(s)	☺ Create allocated page(s)
☺☺☺ Team completes and tests the website ☺☺☺ Team discusses possible target audiences for promotional items		
☺ Produce three promotional items	☺ Produce three promotional items	☺ Produce three promotional items.
☺ Produce final enterprise proposal	☺ Produce final enterprise proposal	☺ Produce final enterprise proposal
☺ Complete eportfolio	☺ Complete eportfolio	☺ Complete eportfolio
☺ Project review	☺ Project review	☺ Project review

This summary is for a team of three but the same applies to a team of four.

Throughout the project, all team members are responsible for using and updating the project plan as necessary. Each team member must keep a record of work on the project using a project diary.