

## Commemorating the Class of 2006

### PROJECT SUMMARY

☺☺☺ 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>
☺☺☺ 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		
☺ <b>Start project diary</b> ☺ <b>Research one idea and produce spreadsheet model</b>	☺ <b>Start project diary</b> ☺ <b>Research one idea and produce spreadsheet model</b>	☺ <b>Start project diary</b> ☺ <b>Research one idea and produce spreadsheet model</b>
☺☺☺ Team members present their investigations and team chooses enterprise ☺☺☺ Team decides on basic principles for corporate identity		
☺ <b>Design corporate ID</b> ☺ <b>Produce letterhead</b>	☺ <b>Design corporate ID</b> ☺ <b>Produce letterhead</b>	☺ <b>Design corporate ID</b> ☺ <b>Produce letterhead</b>
☺☺☺ Team finalises corporate identity ☺☺☺ Team allocates document templates from the required list		
☺ <b>Produce allocated document template(s) using the agreed ID</b>	☺ <b>Produce allocated document template(s) using the agreed ID</b>	☺ <b>Produce allocated document template(s) using the agreed ID</b>
☺☺☺ Team designs storyboard for website and allocates tasks		
☺ <b>Carry out allocated task(s)</b>	☺ <b>Carry out allocated task(s)</b>	☺ <b>Carry out allocated task(s)</b>
☺☺☺ Team completes and tests the website ☺☺☺ Team discusses possible target audiences for promotional materials		
☺ <b>Produce promotional materials for target audience</b>	☺ <b>Produce promotional materials for target audience</b>	☺ <b>Produce promotional materials for target audience</b>
☺ <b>Produce final enterprise proposal</b>	☺ <b>Produce final enterprise proposal</b>	☺ <b>Produce final enterprise proposal</b>
☺ <b>Complete eportfolio</b>	☺ <b>Complete eportfolio</b>	☺ <b>Complete eportfolio</b>
☺ <b>Project review</b>	☺ <b>Project review</b>	☺ <b>Project review</b>

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.