

Project Plan for Check it out!

I have 2 Lessons of ICT each week
My ICT lessons are 60 minutes long

Project Start Date September 2006
Project Deadline July 2007

Task No	Task	Sub-task	Time allowed	Start date	Class	Home	Notes
1	Find out what needs to be done	Read the project brief	20 minutes	16 th Oct	C		After reading the website I filled in a sheet my teacher gave me which asked questions about the Fruity habits project. This let me understand what I had to do from the start of the project.
		Create folders for my work	10 minutes	17 th Oct	C		I made a folder for each section of the project. I had the following folders: project management, publications, database and survey.
2	Planning	Create detailed project plan	1 lesson	18 th Oct	C		This took me more than 1 hour to do. I also needed quite a bit of help from my teacher in working out how long each piece of work would take.
		Create project log	10 minutes	10 th oct	C		I started my project log but found it difficult to keep up so I kept track of my progress in this plan and in my project review. This is something I would improve next time.
			30 minutes		C		
3	Gathering Information	Create source table	15 minutes	31st Oct	C		
		Research Topics	15 minutes	31 Oct			
4	Fruit Check	Collect data for	1 lesson	1 st Nov	C	H	I collected the data over the period of a week

	Survey	the fruit Check Survey Create a spreadsheet to analyse the data Enter data and create charts Complete a results document	5 minutes 1 lesson 1 lesson	3 rd Nov 6 Nov 6 Nov	C C C		and recorded our data on a document given and then put it in a spreadsheet to analyse it. We collected our data over the period of a week and recorded our data on a document given and then put it in a spreadsheet to analyse it. I produced a spreadsheet to show the results of 4 people including our selves to show how much fruit they ate and the variety of different coloured fruits they had eaten I used formulas in our spreadsheet to calculate the totals of our results. The spreadsheet took me ages to make, more than 1 lesson. I had to add some formulas because I forgot to at first. These were really hard, especially the long IF ones.
Review Point - Check Plan							
I found the survey quite difficult. The formulas were hard to understand. It took me longer to finish the survey because of this. I also forgot to add testing into this plan, which took an extra hour.							
5	Fruit Facts Database	Create a data entry form Add records to a database Use the database to find information Create results documents for students	1 lesson 10 min 30 min 30 minute	13 Nov 13 Nov 13 Nov 20 Nov	C C C C		I used Microsoft access to create a data entry form, I used 5 buttons to make the process of the data entry form easier, I used the the buttons, Find Record, Add record, Delete Record and a next and previous button I used the standard button pictures. I used the standard layout used by wizard and then used colour and effects to enhance the design of my entry form. I used wordart for my title and I copied and pasted it from Microsoft

							<p>word.</p> <p>I used an effect on the pictures and the main boxes, it shows a shadow behind and increases the attention drawn to the pictures and boxes. I included three pictures on my data entry form one of a fruit basket and two of a banana placed in each corner to improve the layout. I then added labels to the data entry form to show people what functions the buttons had. I then added a validation rule for sugar and calories using Microsoft Access so that when someone adds a record an error box would appear if they added a number 0 or less. I found the programme fairly easy to use it did take a little while to get the hang of but I think I produced a good data entry form. I found it difficult to line all the boxes up to present nicely but I think it turned out ok.</p>
<p>Review Point- check plan</p> <p>I found that making the searches and reports took a lot longer than I thought. In the plan I only allowed 30 minutes for all because I didn't really know what they meant or how to do it as I had never done databases like this before and we had to practice first so I knew how it.</p>							
6	Fruity Recipes	<p>Review the information from the spreadsheet and database</p> <p>Look at the suggested ideas</p> <p>Gather a draft</p>	<p>1 lesson</p> <p>10 Min</p> <p>1 lesson</p> <p>30 min</p>	<p>20 Nov</p> <p>27 Nov</p> <p>27 Nov</p> <p>4 Dec</p> <p>4 Dec</p>		H	<p>When I was making my recipe cards I didn't really use my plan because by then I forgot I had it until my teacher reminded me. It took me less than one lesson to review the information from the spreadsheet and database. But it took me about 3 lessons to make the recipe cards and then my teacher</p>

		recipe cards for a student. Get feedback on your draft from someone else Spell check and proofread	15 min 5 min				said that I had to ask people to see how they looked and I had to redo them so they looked better.
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Review point- Check plan

It took me much longer than I thought it would to do all of these tasks because we kept having to make our work better after getting feedback from other people.

7	Recipe Holder	Review the outline provided Find a suitable image for the front Design a recipe cardholder. Print off draft and fold to check it works. Get feedback on your draft from someone else.	10 Min 15 Min 1 lesson 15 min 10 min	4 Dec 4 Dec 11 Dec 11 Dec 11 Dec			When I made my recipe card holder it was bigger than A5 so I had to resize it which added some time to making it. Because I spent a long time on the recipe cards I didn't have as much time to spend on my card holder, so I didn't get feedback from anyone else.

Review point- Check plan

The plan for making my recipe card holder was good because I asked my teacher to help me when I made it. I stuck to most of my times and finished the card holder in time for making the slide show.

8	Fruity Friends	Design a slideshow Gather information and	1 lesson	18 th			Once I had created my fruity character, I then created a slide show, I added the first slide and introduced my fruity character. I then

		<p>images</p> <p>Create the slideshow</p> <p>Get feedback on the show and make changes</p> <p>Test the show to make sure it works</p>					<p>started the second slide and used goggle to find facts that a child aged 5-7 would find interesting, I then included my fruity friend picture and some animated pictures. I then finished the slide show with the third slide showing a fun way to serve apples, I included a picture from google of an apple pizza and some animated gifs from google that I think would interest a child. I changed the background for an appropriate colour for my choice of fruit and added slide transitions to attract the children's attention. I then looped the slideshow so that it will play over and over again until you hit Esc.</p>
<p>Review point- Check plan</p> <p>I forgot to put making a fruity friend on my plan which took me about an hour.</p>							
9	Complete eportfolio	<p>Make detailed list of everything to go in eportfolio</p> <p>Prepare evidence for eportfolio</p> <p>Deign and create pages for eportfolio</p> <p>Build eportfolio</p> <p>Test eoprtfolio and make and necessary changes</p> <p>Review eportfolio</p>	<p>5 min</p> <p>1 lesson</p> <p>15 min</p> <p>10 min</p> <p>20 min</p> <p>15 min</p>	<p>15 jan</p> <p>22 jan</p> <p>22 jan</p> <p>29 jan</p> <p>29 jan</p> <p>29 jan</p>			

		Spell check and proofread the commentaries					
Review point -check plan							
10	Project review	Get feedback on your product Complete project review using template Complete project log Add review and log to eportfolio	10 min 30 min 15 min 15 min	5 feb 5 feb 5 feb 5 feb			