

## Project plan for Dance o'Clock



**Project start date 1<sup>st</sup> oct 2007**

**Project deadline July 2008**

**I have 5 lessons of ICT over a 2 week cycle, My ICT lessons are 60 minutes long**

<b>Task no.</b>	<b>Task</b>	<b>Sub-task</b>	<b>Time Allowed</b>	<b>Start Date</b>	<b>Class/Home</b>	<b>Notes</b>
<b>1</b>	<b>Getting organised</b>	<b>1) Read project brief.</b>	<b>20 mins</b>	<b>1/10/07</b>	<b>C</b>	
		<b>2) Create folders on the computer to save work into.</b>	<b>10 mins</b>	<b>1/10/07</b>	<b>C/H</b>	
		<b>3) Choose a test buddy.</b>		<b>4/10/07</b>	<b>C</b>	
<b>Getting organised review point</b>						
<b>2</b>	<b>Planning</b>	<b>1) Create a detailed plan.</b>	<b>2 hours</b>	<b>4/10/07</b>	<b>C</b>	
		<b>2) Project review. Contingency time.</b>	<b>30 mins</b>	<b>8/10/07</b>	<b>C/H</b>	
<b>Planning review point</b>						
<b>3</b>	<b>Keeping Track</b>	<b>1) Keep a project log, recording all you have done.</b>	<b>15 mins</b>	<b>8/10/07</b>	<b>C</b>	
<b>Keeping track review point</b>						
<b>4</b>	<b>Gathering Information</b>	<b>1) Make a source table.</b>	<b>30 mins</b>	<b>10/10/07</b>	<b>C</b>	
		<b>1) Research and choose 5 charities to be supported.</b>	<b>30 mins</b>	<b>10/10/07</b>	<b>H</b>	
<b>Gathering information review point</b>						
<b>5</b>	<b>Music Database</b>	<b>1) Design a Database.</b>	<b>1 hour</b>	<b>16/10/07</b>	<b>C</b>	
		<b>2) Build a Database.</b>	<b>1 hour</b>	<b>18/10/07</b>	<b>C</b>	
		<b>3) Validate the database.</b>	<b>1 hour</b>	<b>31/10/07</b>	<b>C</b>	
		<b>4) Get test buddy to check database.</b>	<b>30 mins</b>	<b>6/11/07</b>	<b>C</b>	
		<b>5) Import data into database.</b>	<b>30 mins</b>	<b>6/11/07</b>	<b>C</b>	
		<b>6) Create a data entry form.</b>	<b>1 hour</b>	<b>8/11/07</b>	<b>C</b>	

		7) Test data entry form and add 2 records. 8) Improve data entry form. 9) Update project log. Plan & review. 10) Contingency time.	40 mins 20 mins 1 hour 1 hour	9/11/07 9/11/07 12/11/07 14/11/07	C C C/H C/H	
<b>Music database review point</b>						
6	Danceometer	1) Research spreadsheet quiz's. 2) Plan questions & responses to be included in the quiz. 3) Create spreadsheet. 4) Test spreadsheet. 5) Get test buddy to test quiz. 6) Improve presentation of quiz. 7) Update project log, Plan & review. 8) Contingency time.	30 mins 30 mins 2 hours 30 mins 30 mins 1 hour 1 hour 1 hour	20/11/07 20/11/07 22/11/07 26/11/07 26/11/07 28/11/07 4/12/07 6/12/07	C C/H C C C C C/H C	
<b>Danceometer review point</b>						
7	Invitation	1) Design an invitation. 2) Create an invitation. 3) Get feedback from test buddy. 4) Update sources table. 5) Update your plan and project log. 6) Contingency time.	30 mins 1 1/2 hours 30 mins 30 mins 30 mins 1 hour	10/12/07 10/12/07 12/12/07 18/12/07 18/12/07 20/12/07	H C C C C/H C	
<b>Invitation review point</b>						
8	Play list	1) Use the database to search for suitable tracks. 2) Prepare playlist for myself and my test buddy. 3) Test playlist 4) Get feedback form test buddy. 5) Update sources table. 6) Update project log, plan & review. 7) Contingency time.	1 hour 1 hour 30 mins 30 mins 30 mins 30 mins 1 hour	15/01/08 17/01/08 18/01/08 18/01/08 21/01.08 21/01/08 23/01/08	C C C C C/H C	

<b>Play list review point</b>						
<b>9</b>	<b>Sponsor form</b>	<b>1) Design a sponsor form.</b>	<b>30 mins</b>	<b>29/01/08</b>	<b>H</b>	
		<b>2) Make a sponsor form for your test buddy.</b>	<b>2 hours</b>	<b>29/02/08</b>	<b>C</b>	
		<b>3) Use feedback to ensure your form is fir for purpose.</b>	<b>1 hour</b>	<b>4/02/08</b>	<b>C</b>	
		<b>4) Update your sources table.</b>	<b>30 mins</b>	<b>06/02/08</b>	<b>C</b>	
		<b>5) Update project log, plan &amp; review.</b>	<b>30 mins</b>	<b>06/02/08</b>	<b>C/H</b>	
		<b>6) Contingency time.</b>	<b>1 hour</b>	<b>12/02/08</b>	<b>C</b>	
<b>Sponsor form review point</b>						
<b>10</b>	<b>On screen publication</b>	<b>1) Design on screen publication.</b>	<b>30 mins</b>	<b>14/02/08</b>	<b>H</b>	
		<b>2) Create on screen publication.</b>	<b>3 hours</b>	<b>14/02/08</b>	<b>C</b>	
		<b>3) Get feedback form test buddy.</b>	<b>30 mins</b>	<b>26/02/08</b>	<b>C</b>	
		<b>4) Update sources table.</b>	<b>30 mins</b>	<b>26/02/08</b>	<b>C</b>	
		<b>5) Updat project log, plan &amp; review.</b>	<b>1 hour</b>	<b>27/02/08</b>	<b>C/H</b>	
		<b>6) Contingency time.</b>	<b>1 hour</b>	<b>28/02/08</b>	<b>C</b>	
<b>On screen publication review</b>						
<b>11</b>	<b>Eportfolio</b>	<b>1) Desing eportfolio – design structure.</b>	<b>30 mins</b>	<b>03/03/08</b>	<b>H</b>	
		<b>2) Create eportfolio.</b>	<b>4 hours</b>	<b>05/03/08</b>	<b>C</b>	
		<b>3) Link my work to each page in eportfolio.</b>	<b>1 hour</b>	<b>17/03/08</b>	<b>C</b>	
		<b>4) Test eportfolio.</b>	<b>30 mins</b>	<b>19/03/08</b>	<b>C</b>	
		<b>5) Get feedback from test buddy.</b>	<b>30 mins</b>	<b>19/03/08</b>	<b>C</b>	
		<b>6) Update sources table.</b>	<b>30 mins</b>	<b>25/03/08</b>	<b>C</b>	
		<b>7) Update project log, plan &amp; review.</b>	<b>30 mins</b>	<b>25/03/08</b>	<b>C</b>	
		<b>8) contingency time.</b>	<b>1 hour</b>	<b>27/03/08</b>	<b>C</b>	
<b>Eportfolio review point</b>						
<b>12</b>	<b>Review</b>	<b>1) Evaluate the publications.</b>	<b>1 hour</b>	<b>28/03/08</b>	<b>C</b>	
		<b>2) Evaluate project as a whole</b>	<b>1 hour</b>	<b>31/03/08</b>	<b>C</b>	
		<b>3) Evaluate my own performance</b>	<b>1 hour</b>	<b>02/04/08</b>	<b>C</b>	

**Review check point**