

Project plan for Dance o'Clock



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

Task no.	Task	Sub-task	Time Allowed	Start Date	Class/Home	Finish date & Notes
1	Getting organised	1) Read project brief.	20 mins	1/10/07	C	1/10/07
		2) Create folders on the computer to save work into.	10 mins	1/10/07	C	1/10/07
		3) Choose a test buddy.	10 mins	4/10/07	H	1/10/07 – it took less time than expected to choose test buddy
Getting organised review point The timings I wrote down for the getting organised section were accurate. To read and understand the brief it only took me 1 lesson. Creating folders was the most challenging task because it was hard to think of what to call them and where to put them. I used contingency time to check my folders and to check that each had the correct work saved inside. I also used contingency time to re-read the brief to check I have completed everything properly.						
2	Planning	1) Create a detailed plan.	2 hours	4/10/07	C	8/10/07
		2) Project review. Contingency time.	30 mins	8/10/07	C/H	8/10/07
Planning review point I found creating a plan quite hard. I had problems in the making of the table which resulted in me getting a bit behind. I did however manage to catch up and get back on task. My timings were a little out as it took me just over 2 hours to make the plan. I used contingency time to read through my plan and to check its accuracy and neatness of it. The outcome of my plan I think is very good because it is easy to understand and read.						
3	Keeping Track	1) Keep a project log, recording all you have done.	15 mins	8/10/07	C	This is a continuous task which I added to my plan.
Keeping track review point I found writing in the project log quite difficult. It was hard to describe what went right and wrong in different questions as I had to keep going back to my work to check what I was writing was correct. I decided to write my project log in my plan instead of a different document because I think it is easier to look at and read through.						
4	Gathering Information	1) Make a source table.	30 mins	10/10/07	C	

		2) Research and choose 5 charities to be supported.	30 mins	10/10/07	H	10/10/07
Gathering information review point						
I found researching charities quite interesting. It was good to learn about what the charities do and to be able to write in my own words why I would choose them. Making the table and inserting the charities information and logo went well. After getting feedback from my test buddy I changed the layout of the page so it had a better finish. Inserting the pictures was quite hard because they wouldn't go where I wanted them to go so it took time to get them in the right place. I used contingency time to read over my work and check for mistakes and spelling errors.						
5	Music Database	1) Design a Database. 2) Build a Database. 3) Validate the database. 4) Get test buddy to check database. 5) Import data into database. 6) Create a data entry form. 7) Test data entry form and add 2 records. 8) Improve data entry form. 9) Update project log. Plan & review. 10) Contingency time.	1 hour 1 hour 1 hour 30 mins 30 mins 1 hour 40 mins 20 mins 1 hour 1 hour	16/10/07 18/10/07 31/10/07 6/11/07 6/11/07 8/11/07 9/11/07 9/11/07 12/11/07 14/11/07	C C C C C C C C C/H C/H	9/11/07 9/11/07 9/11/07 12/11/07 14/11/07 20-23/11/07 23/11/07 23/11/07 26/11/07 26/11/07
Music database review point						
Setting up the database was quite easy. I got my test buddy to test my database by adding 2 songs at the start. Entering the validation text and validation rules was quite easy once we had been taught how to do it. It was also quite easy to change the field types to number/text/look-up wizard. Importing the data was easy once I had saved it into my file. One thing that went wrong was the track ID because I deleted the songs which my test buddy added to test it which caused the songs track ID to start at 3 instead of 1. I then made my data entry form. I next made my database by using the wizard. By inserting buttons and suitable colours, my database became very useable and I think it suits the user perfectly. My database overall went quite well and the outcome is good. I used my contingency time to update my plan as I got a bit behind during the database.						
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	28/11/07 28/11/07 4/12/07 21/12/07 21/12/07 7/3/08 9/1/08 9/1/08

Danceometer review point

I found making my quiz quite enjoyable. I made a list of questions which I then used in my final quiz. Using microsoft excel I created my quiz. I first added a title and logo and wrote in my questions. After completing the basics I then changed the colour scheme of the quiz to match my logo and target audience. After completing all of this I evaluated my quiz using a table. After writing what I thought were my strengths and weaknesses I asked my test buddy to do the same. I took into account what my test buddy wrote but I prefer my quiz how I did it to begin with.

7	Invitation	1) Design an invitation.	30 mins	10/12/07	H	15/1/08
		2) Create an invitation.	1 1/2 hours	10/12/07	C	15/1/08
		3) Get feedback from test buddy.	30 mins	12/12/07	C	17/1/08
		4) Update sources table.	30 mins	18/12/07	C	
		5) Update your plan and project log.	30 mins	18/12/07	C/H	21/1/08
		6) Contingency time.	1 hour	20/12/07	C	21/1/08

Invitation review point

I really liked making the invitation. I first of all sorted out my colour scheme. I then made my title on word art and imported my logo from my documents. After writing out all the information in text boxes I went on fireworks and started editing a picture of a dancer. I change the brightness/contrast and hue/saturation. After saving it I inserted it onto my invitation. I added pictures of stars to make the invitation more effective. I then drew my own shape at the side and wrote a slogan in it which relates to my quiz.

8	Play list	1) Use the database to search for suitable tracks.	1 hour	15/01/08	C	12/3/08
		2) Prepare playlist for myself and my test buddy.	1 hour	17/01/08	C	18/1/08
		3) Test playlist	30 mins	18/01/08	C	9/4/08
		4) Get feedback from test buddy.	30 mins	18/01/08	C	15/4/08
		5) Update sources table.	30 mins	21/01/08	C/H	17/4/08
		6) Update project log, plan & review.	30 mins	21/01/08	C	17/4/08
		7) Contingency time.	1 hour	23/01/08		21/4/08

Play list review point

Using the database I searched for songs which suited my results in the dance o'meter quiz. After I had got the results I then had to change some of the search filters to ensure the added time of my songs did not exceed 15 minutes. I then created a playlist report. I fixed the layout and changed all of the colours to fit in with my colour scheme for the whole project. I added my logo to the top corner of the report and added information like name, chosen charity & time slots. I got feedback from my test buddy on my playlists and then edited them according to what they had written.

9	Sponsor form	1) Design a sponsor form.	30 mins	29/01/08	H	
		2) Make a sponsor form for your test buddy.	2 hours	29/02/08	C	
		3) Use feedback to ensure your form is fit for purpose.	1 hour	4/02/08	C	
		4) Update your sources table.	30 mins	06/02/08	C	

		5) Update project log, plan & review. 6) Contingency time.	30 mins 1 hour	06/02/08 12/02/08	C/H C	
Sponsor form review point						
I first started by doing some background information. I looked at a number of sponsor forms, evaluated them then used ideas from them to start designing my form. I went onto microsoft publisher and chose a style of border. I then imported my logo and changed the colours of the border according to the colours in my logo. I added all relevent information about the dancer (my test buddy) such as name, chosen charity, time slot and date of birth. I then added all information about the event including times date and place. After finishing my form I evaluated it using a advantages, disadvantages and areas for improvements table. I then asked my test buddy to do the same thing for me. She suggested I added an example to the form and I suggested that I changed all key words to a different colour. I also changed the border of the table to look more effective and eye-catching.						
10	On screen publication	1) Design on screen publication. 2) Create on screen publication. 3) Get feedback form test buddy. 4) Update sources table. 5) Update project log, plan & review. 6) Contingency time.	30 mins 3 hours 30 mins 30 mins 1 hour 1 hour	14/02/08 14/02/08 26/02/08 26/02/08 27/02/08 28/02/08	H C C C C/H C	4/02/08 6/02/08 19/02/08 21/02/08 22/02/08 25/02/08
On screen publication review						
I found making the on screen publication quite fun because I enjoy being creative. Adding the shapes and colours was quite easy as I only used auto shape and fill/line colour. I made the logo using macromedia fireworks. I also edited a picture of a dancer on macromedia which I then used on my invitation and onscreen publication. I added pictures of charities logo to advertise the charities. I also added 2 slides, one aimed at the children and one aimed at the adults. This covers all areas of information needed. Once I had made the basic publication I added effects and timmings to it. I found this quite fun as I liked experimenting with the different effects. Once I had added my timmings I watched the show then changed them accordingly. I got my test buddy to evaluate my publication. I edited it according to what she wrote and now I think it looks better than it did before.						
11	Eportfolio	1) Desing eportfolio – design structure. 2) Create eportfolio. 3) Link my work to each page in eportfolio. 4) Test eportfolio. 5) Get feedback from test buddy. 6) Update sources table. 7) Update project log, plan & review. 8) contingency time.	30 mins 4 hours 1 hour 30 mins 30 mins 30 mins 30 mins 1 hour	03/03/08 05/03/08 17/03/08 19/03/08 19/03/08 25/03/08 25/03/08 27/03/08	H C C C C C C C	16/10/07 19/10/07 24/10/07 31/10/07 6/11/07 8/11/07 not used

Eportfolio review point

Creating the eportfolio was quite a fun task. I like my colour scheme as I think it will suit the target user. I found entering the description of the section quite difficult as I wasn't sure what to write. I found making the links quite easy, and I was especially happy with the outcome of them after I tested them on the internet. I made a logo using macromedia fireworks. By adding the correct colours it matches my eportfolio colour scheme. My test buddy looked through my eportfolio on the internet. Using her feedback I changed my eportfolio. The result of this was a better looking eportfolio and corrected mistakes and spelling mistakes. I added all of my work by PDFing it then inserting it onto the eportfolio as a link. This then made it accessible via my eportfolio on the internet.

12	Review	1) Evaluate the publications.	1 hour	28/03/08	C	
		2) Evaluate project as a whole	1 hour	31/03/08	C	
		3) Evaluate my own performance	1 hour	02/04/08	C	

Review check point

I created my review using microsoft word and a table. I had to think about what went well and what went wrng and also what I would like to improve on my project. I had to evaluate each publication individually then the whole project as a whole. I also had to evaluate my own performance during the project aswell and the work I had created.