



Project Plan for Dance o' Clock
 I have 5 lessons of IT over a two week cycle and my lessons are 60mins long.
 Project Start Date:1/10/2007
 Project Deadline:20/07/2008

Task No	Task	Sub-Task	Time Allowed	Start Date	Class/Home	Notes/Finish Date
1	Getting Organised	1.Read the Project Brief	30 mins	1/10/2007	C	
			20 mins	1/10/2007	C	
		2.Create folders for my work	10 mins	4/10/2007	C	
Getting Organised review point						
2	Planning	1.Create detailed project plan	2 hours	4/10/2007	C	
			30 mins	8/10/2007	C	
		3.Project review/contingency time	30 mins	8/10/2007	C/H	
Planning review point						
3	Gathering Information	1.Research charities and choose which charities will be supported by the event	30 mins	10/10/2007	H	
		2.Create a sources table	30 mins	10/10/2007	C	
Gathering Information review point						

4	Music Database	1.Design a database	1 hour	16/10/2007	C	
		2.Build a database	1 hour	18/10/2007	C	
		3.Validate the database	1 hour	31/10/2007	C	
		4.Get test buddy to check database	30 mins	6/11/2007	C	
		5.Import data into database	30 mins	6/11/2007	C	
			1 hour	8/11/2007	C	
		6.Create a data entry	40 mins	9/11/2007	C	
		7.Test data entry form and add 2 records	20 mins	9/11/2007	C	
		8.Improve data entry form	1 hour	12/11/2007	C/H	
		9.Update project log, plan and review	1 hour	14/11/2007	C/H	
	10.Contingency Plan					

Music Database review point

5	Dancometre	1.Research spreadsheet quiz's	30 mins	20/11/2007	C	
		2.Plan questions and responses to be included in the quiz	30 mins	20/11/2007	C/H	
		3.Create Spreadsheet	2 hours	22/11/2007	C	
		4.Test spreadsheet	30 mins	26/11/2007	C	
		5.Get test buddy to check quiz	30 mins	26/11/2007	C	
		6.Improve presentation of quiz		28/11/2007	C	
		7.Update project log, plan and review	1 hour	4/12/2007	C/H	
		8.Contingency time	1 hour	6/12/2007	C	

Dancometre review point

6	Invitation	1.Design an invitation	30 mins	10/12/2007	H	
		2.Create an invitation	1 ½ hours	10/12/2007	C	
		3.Get feedback from	30 mins	12/12/2007	C	

		my test buddy 4.Update sources table 5.Update project log, plan and review 6.Contingency time	30 mins 30 mins 1 hour	18/12/2007 18/12/2007 20/12/2007	C C/H C	
Invitation review point						
7	Playlist	1.Search the database 2.Prepare playlists for myself and my test buddy 3.Test the playlist 4.Get feedback from test buddy 5.Update sources table 6.Update project log,plan and review 7.Contingency time	1 hour 1 hour 30 mins 30 mins 30 mins 30 mins 1 hour	15/01/2008 17/01/2008 18/01/2008 18/01/2008 21/01/2008 21/01/2008 22/01/2008	C C C C C C/H C	
Playlist review point						
8	Sponsor form	1.Design sponsor form 2.Create sponsor form 3.Get feedback form target audience and teast buddy 4.Update sources table 5.Update project log,plan and review	30 mins 2 hours 1 hour 30 mins 30 mins 1 hour	29/01/2008 29/01/2008 4/02/2008 6/02/2008 6/02/2008 12/02/2008	H C C C C/H C	

		6.Contingency time				
Sponsor form review point						
9	On screen publication	1.Design publication 2.Create publication 3.Get feedback from test buddy 4.Update sources table 5.Update project log, plan and review 6.Contingency time	30 mins 3 hours 30 mins 30 mins 1 hour 1 hour	14/02/2008 14/02/2008 26/02/2008 26/02/2008 27/02/2008 28/02/2008	H C C C C/H C	
On screen pulication review point						
10	Eportfolio	1.Design Eportfolio 2.Create Eportfolio 3.Link my work to each page of my eportfolio 4.Test my eportfolio 5.Get feedback from test buddy. 6.Update sources table 7.Update project log, plan and review 8.Contingency time	30 mins 4 hours 1 hour 30 mins 30 mins 30 mins 30 mins 1 hour	3/03/2008 5/03/2008 17/03/2008 19/03/2008 19/03/2008 25/03/2008 25/03/2008 27/03/2008	H C C C C C C C	
Eportfolio review point						
11	Project Review	1.Evaluate the publications 2.Evaluate the project as a whole	1 hour 1 hour	28/03/2008 31/03/2008	C C	

		3.Evaluate my own work	1 hour	2/04/2008	C	
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Project review check point