



Project Review

1. Evaluate the Publications

<u>Review of Dance O Metre quiz</u>	<u>✓ or x</u>	<u>Comments</u>
Does it target the right audience?	✓	My quiz does suit the target audience as it includes lots of images and several of the cells are coloured. I have included drop down boxes which help make it easier for my audience, also their results are copied to other cells where they fill in their name to make the results stand out. In addition, when they select their charity it appears elsewhere which makes the user think better of the quiz.
Does it meet all of the requirements?	✓	My quiz does meet all of the requirements including asking questions that cover the topics in the brief, including fun element questions, providing enough space for dancers to enter their information, ensuring all the responses can be analysed using spreadsheet tools, testing the questions to make sure they gather the information I need, ensuring some of the results be used in a database (I added a V lookup to calculate the effort rating), making good use of constructive feedback, and finally, I updated my project log, sources table and working plan.
Are the file formats and resolutions suitable?	✓	I have ensured that my quiz isn't PDF, and that it is in Excel form. Also all of the Word documents are in PDF which are my annotation, evaluation and some draft quiz questions.
Do the individual components such as text and images work together effectively?	✓	I have used a combination of different tools such as IF statements, nested IF statements, VLOOKUPS, underlining, bolding, cell borders, merging cells, word art, password protection. And formulas to form a collaboration which works well and is aesthetically pleasing. The colours work together really well with the pictures that I have selected.
Have I made good use of feedback?	✓	I have made several improvements to my quiz using my test buddy's feedback here are some of the things that were said <u>Strengths</u> The quiz has clear, easily understandable information. It also has included a wide range of tools such as IF statements, password protection, and

		well-chosen colours. Areas for Improvement Some areas for improvement were to add more space for the user to enter their name and get rid of some shading on some boxes.
Have I only used copyright-free material?	✓	I have used a range of Microsoft clipart images from Microsoft Galleries but all of the images have been used with the license purchased by Hellesdon High School.
What will I do differently next time I produce similar publications and why?		Next time, I will fill the back colour to make it look a lot better, more aesthetically pleasing and it would appeal to my target audience more. I might fill alternate cells with different colours as this would make it look very attractive and appealing to my target audience. I will also make it much smaller so that it fits on one computer screen without the need to scroll down.

Review of Invitation	✓ or ✗	Comments
Does it target the right audience?	✓	My invitation does appeal to the right audience which is people from the ages 12-18. It appeals as I have used a variety of colours which appeal to both genders. I have also bolded some of my work to make it more attractive. I have also included good picture, one of which is a primary source image of students in a dance class.
Does it meet all of the requirements?	✓	My invitation meets all requirements such as including details of the event, telling the students what will happen if they submit the results of the quiz, including at least one relevant primary source image, it is appealing to students, it has been improved using feedback from others, the invitation persuades people to attend the event, the invitation is saved in a Dance folder, my sources table has been updated, and my project log and plan have been updated.
Are the file formats and resolutions suitable?	✓	I have ensured that my invitation and all attached Word documents are in PDF file format so that they can be attached to my eportfolio. I did this by printing them to the Cute PDF writer program.
Do the individual components such as text and images work together effectively?	✓	My invitation, in my opinion is the best piece of work that I have done over the course of this project as I created on Microsoft Publisher, which has made it look a lot better, and more attractive to my target audience. In

		addition, the colours in the pictures I have selected do not clash with any of the colours chosen to fill in either the text boxes or back fill. I also changed the font colour of some text which improved the overall quality of the look of the invitation.
Have I made good use of feedback?	✓	I have made excellent use of feedback on this section, such as improvements on the layout, a wider variety of colours and bolding. Below are some of the comments made about my invitation. <u>Strengths</u> I have included a good variety of colours and my layout is good and easy to see. In addition, my test buddy said that all of my text is of a good size and would be easy to read when printed. <u>Areas for Improvement</u> The areas for improvement which I did use to improve me invitation were things such as centre-ing my layout, making key words stand out, adding a border around my logo and making the border of the text boxes a different colour to break up the blue.
Have I only used copyright-free material?	✓	In my invitation, I included three images. One was my logo, the other was another primary image of a star with a dance class, but my third picture was from a clip art gallery. Hellesdon High School has purchased the license off of Microsoft, so I can use it as a copy right free image.
What will I do differently next time I produce similar publications and why?		Because I thought that my invitation was very good, it is hard to think of any improvements that could be made. But if I could, I would change the border around my logo, and I would get rid of the white fill on my logo.

Review of Play lists	✓ or x	Comments
Does it target the right audience?	✓	Yes my play list does target the right audience as I have used bright colours and text to make it look aesthetically pleasing to my target audience. I have also used a variety of tools such as special effects and a play length time which appeals to my target audience as it makes it easier for them.
Does it meet all of the requirements?	✓	My play list meets all of the following requirements below in the list which is on the Dida website: both play lists have the same layout, they include

		sensible headings, they include information about the dancer such as their name and their chosen charity, they indicate the time slots when their play list will be played, they include at least one relevant image, they only include relevant information, have a total play time of no more than 15 minutes and work as a printed publication
Are the file formats and resolutions suitable?	✓	As it had to go on my eportfolio I took a screenshot of the play lists and ensured they were in PDF file format. In addition, I made that all other play list documents were also in PDF file format.
Do the individual components such as text and images work together effectively?	✓	My images and text work together well as the colour schemes go well so the coloured borders around any of the text go well with my primary source image of a star shaped dance class. I also believe that my play lists are the second best piece of work that I have done during this unit. The colours and images work well and overall make my play lists look aesthetically pleasing.
Have I made good use of feedback?	✓	I have made pretty good use of feedback which came from my test buddy. My test buddy gave me some good feedback which I then used to create an improved play list for me and my test buddy. <u>Strengths</u> I have used a good range of fill effects and also only included relevant information which is clear and precise. In addition, I have used a wide range colour scheme which looks good. <u>Areas for Improvement</u> Some of the improvements that were suggested were underlining some of the text, different colours for the words and ensuring some of the words were in bold.
Have I only used copyright-free material?	✓	The only images that I used on my play lists were my logo which is a primary source image and also the star shaped image of the dance class.
What will I do differently next time I produce similar publications and why?		Because I thought that my play list was exceedingly good, it is hard to decide what I would change if I were to do it again. If I did it again, I think that the font colours I would chose would be darker so that they stood out more effectively making the play list more exciting and attractive.

Review of Sponsor Form	✓or✗	Comments
Does it target the right audience?	✓	My sponsor form does target the right audience. Because the target audience is for 12-18 year olds, I have used various bright colours and bold text, which appeals to them. In addition, I have centralized text boxes in order to make it appeal more to my target audience.
Does it meet all of the requirements?	✓	My sponsor form does meet all of the requirements stated on the Dida website. Some of the requirements are that it must be one side of A4, include information about the dancer and their chosen charity, indicate the allocated time slots when their play lists are on, tell the sponsor about the event and how their money will help, help the dancer to organize their sponsorship and tell the dancer what to do once they have organized their sponsorship.
Are the file formats and resolutions suitable?	✓	Both versions of the sponsor form are in PDF file format and so are all of the attached documents to this section of work.
Do the individual components such as text and images work together effectively?	✓	I have made certain adjustments so that the text and images on the sponsor form work well. To start with, I had to grey out a picture in order to ensure that people could write above it and that their writing would still be visible. Furthermore, I have coloured my text boxes to be more attractive, and still the text is clearly visible.
Have I made good use of feedback?	✓	<p>I have made good use of feedback that my test buddy gave me and used his advice to improve my sponsor form.</p> <p>Strengths</p> <p>My test buddy said that my sponsor form targets the right audience and also that my boxes are the right size. Furthermore, my test buddy said that I have only included relevant information.</p> <p>Areas for Improvement</p> <p>Some of the things that my test buddy said to improve on are that I could make the picture lighter. Furthermore, he said that I could improve my sponsor form by adding a total row, and also by including more information about their selected charity.</p>
Have I only used copyright-free material?	✓	The only images that I used in my sponsor form is my logo and a picture of

		a man doing a head spin. My logo is a primary source image, but the other picture is clipart from the Microsoft galleries. Hellesdon High School has purchased the license, so I can use the images in my work.
What will I do differently next time I produce similar publications and why?		If I were to create the sponsor form again, I would get rid of the border around the edge or make it more exciting. In addition, I might also create the Sponsor form on Microsoft Publisher instead so that I could use more drawing tools which would make it look more aesthetically pleasing.

Review of On Screen Publication	✓ or x	Comments
Does it target the right audience?	✓	My On Screen Publication does target the age group of 12-16 year old because I have used lots of bright colours and varying animation which is it exciting.
Does it meet all of the requirements?	✓	My On Screen Publication meets all of the following requirements on the mark alert on the Dida website: I have produced an On Screen Publication, my publication consists of a sensible sequence of images and text, the publication runs automatically with sensible timings, my publication advertises the event and features the charities, I have asked suitable test users for feedback, I have made changes when I agree with the feedback, the publication is suitable for students, parents and sponsors, it is interesting and lively, it does appeal to students and persuade them to take part, it encourages people to sponsor dancers, I have saved my final publication in my dance folder, I have updated my sources table and I have updated my plan and.
Are the file formats and resolutions suitable?	✓	I have ensured that all of the attached work are in PDF file format although the On Screen Publication is a PPT (PowerPoint)
Do the individual components such as text and images work together effectively?	✓	I have made sure that my text and images work together well by choosing colours of the text boxes, backgrounds and fonts so that they don't clash with each other. I also think that they go together well because the animation makes them more exciting.
Have I made good use of feedback?	✓	My test buddy said the following things; Strengths My test buddy said that my publication is attractive and it is also suited to

		<p>my target audience (some slides aimed at the dancer, some slides aimed at potential sponsors). Furthermore, he said that my On Screen Publication was good because I have included all of the relevant information. Finally, he also said that my publication worked well because I have used the same recurring layout.</p> <p><u>Areas for Development</u></p> <p>My test buddy gave me the following constructive criticism; He said that I should make the borders around the Word art thicker, making them more eye-catching. My test buddy also suggested that I should include more animation to make my publication more exciting. Finally, he said that I could make it more attractive by bolding, underling, and putting some words in italic.</p>
Have I only used copyright-free material?	✓	<p>When I came to writing this document, I realised that I did not have all of the permissions to use their logo in my work. Therefore I sent urgent emails to them asking for permission, which I got for the Barnardos Foundation, and Comic Relief. The RSPCA did say that I could use it, but I would first have to re-send my email. As I was approaching the deadline for this project, I decided against doing this and decided to create my own versions of their logo and the Children In Need logo on Paint to use in my On Screen Publication. I already had permission from the NSPCC. The permissions can be seen as a link from my Sources Table.</p>
What will I do differently next time I produce similar publications and why?		<p>I will try to use sounds in my next PowerPoint which would make it much more exciting. In addition, it will also make it more attractive, which would get a lot more dancers and sponsors involved.</p>

2. Evaluate the Project as a whole

<u>Project Evaluation</u>	<u>Comments</u>
What did I set out to achieve?	I set out to achieve creating a range of colourful, attractive publications which appeal to the target users and also help advertise the Dance O Clock event by encouraging dancers to attend and people to sponsor the dancers.
To what extent have I met the	I have met all of the objectives because I have created all of the publications to

objectives?	the best of my ability and all of them appeal to my target audience and are aesthetically pleasing. In addition, my publications would attract my target audience as I have my test buddy and others in my class, which are in my target user group. Finally, the publications that I have created are suitable for the Dance O Clock project.
How well has my plan worked?	I believe that my plan has worked very well as it is clear, concise and informative, which has helped me as I knew what I had to be doing, what I had left on the sub-tasks, and how long each task had been predicted to take.
How well have I managed my time?	Amongst our class, I have been ahead of most people; however we all have finished after our predicted finish date by a few months.
Did I choose the right person to be my test buddy?	I believe that I did chose the right test buddy as they are in my target audience, and they always gave me helpful, constructive criticism which I then used to improve my work. I believe that following their comments, my work was made a lot better and it now would give me more marks than it previously had.
What, if anything, went wrong?	The only major thing that has gone wrong is being behind schedule according to my plan. I think this happened because there were extra things I had to do such as including more pictures, creating some primary source images, and because I created annotation documents for all of my publications. Furthermore, I didn't include time for PDF-ing all of my Word Documents, and attaching them to my eportfolio.
What did others say about my work?	Throughout my work, I got my test buddy to evaluate all of my work and give me constructive feedback on a Word document, which I then used to improve my work. These Word documents are available on each page of my eportfolio, as I have attached them there.
What would I improve if I had time?	If I had more time, I would ask more people to evaluate my work, which would give me more constructive criticism and help me to improve my work further. Also, I would add more images to my work so that it was more aesthetically pleasing to my target audience.
What would I do different if I did the project again?	If I were to do this project again, I try to use more complex programmes to create my publications, as they have more editing tools, and have a more professional style. In addition, I would plan more time to complete my work so that things didn't take longer than expected.

3. Evaluate my own Performance

Performance Evaluation	Comments
How well did I work throughout the project?	I believe that I have worked extremely well throughout the project, as I haven't distracted others with their work and I have also behaved. I also believe that my publications are well presented and to the best of my ability with the programmes I have used.
Did I keep to deadlines and targets?	I haven't kept well to targets, but I have completed all of my work before the deadlines. I believe that I didn't meet my targets because not enough time was allocated for some subtasks, and I was frequently waiting for others to catch up before I could advance to the next subtask.
How do I think this work has affected my performance in other work?	I believe that the Dance O Clock project has helped me advance in my IT skills which I have used in other aspects of learning, wherever IT work is involved.
How have I benefited from working on this project?	After completing the project, I now have more skills in IT which I will remember and I can now use those skills both in other subjects and at home.
What would I do different if I were to do the project again?	I believe that I can't improve my own performance as a whole, as I have worked to the best of my ability, and therefore, in the category of my own performance, I wouldn't change a thing. I believe that I am working to the best of my ability as I am working at an A* standard and I only got a level 5 in my IT SATs.