



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	1/10/07
		2.Create folders for my work	20 mins	1/10/2007	C	1/10/07
		3.Choose a test buddy	10 mins	4/10/2007	C	1/10/07
Getting Organised review point We chose our partners and created our folders a lot quicker than we thought we would. I was away on the first lesson that we started the project, so I had to catch up which wasn't too difficult. I didn't understand the project brief at first but when my teacher explained it better, I finally understood.						
2	Planning	1.Create detailed project plan	2 hours	4/10/2007	C	8/10/07
		2.Project review/contingency time	30 mins	8/10/2007	C/H	8/10/07
Planning review point It took a lot longer than we thought it would because we had to work out what dates we would have lessons on and splitting up the time allocated for each task. Because of this, we ran into our contingency time for this.Next lesson, we are going to research our charities and create our sources tables.						
3	Keeping Track	1.Create Project log	30 mins	8/10/07	C	8/10/07 Continuous working
Keeping track review point .Rather than creating a project log, I created a review point on my working plan which I thought would work much better. It was easy, because all I had to do was add additional rows into my working plan, merge the cells, and create the						

background colour.

4	Gathering Information	1.Research charities and choose which charities will be supported by the event	30 mins	10/10/2007	C	10/10/07
		2.Create a sources table	30 mins	10/10/2007	C	

Gathering Information review point

I improved on my sources table because of the advice I received on my teacher. I made sure that my charities were linked to my target audience, as I would get more marks for it. It took a lot longer to create the sources table, but I was quick in researching the charities that I have selected so the time balanced out. There was no contingency time so any work that I fell behind on would have to be done at home.

5	Music Database	1.Design a database	1 hour	16/10/2007	C	9/11/07
		2.Build a database	1 hour	18/10/2007	C	9/11/07
		3.Validate the database	1 hour	31/10/2007	C	9/11/07
		4.Get test buddy to check database	30 mins	6/11/2007	C	12/11/07
		5.Import data into database	30 mins	6/11/2007	C	14/11/07
		6.Create a data entry	1 hour	8/11/2007	C	18/11/07
		7.Test data entry form and add 2 records	40 mins	9/11/2007	C	20/11/07
		8.Improve data entry form	20 mins	9/11/2007	C	23/11/07
		9.Update project log, plan and review	1 hour	12/11/2007	C/H	26/11/07
		10.ContingencyTime	1 hour	14/11/2007	C/H	26/11/07

Music Database review point

We were behind when we started our database, because we went ahead and did our eportfolios. In spite of this, however, we designed, built, validated, and imported our data very quickly so we caught up on our estimated finish dates. Some people had problems importing their data however I didn't. I validated my information accurately so when I imported the data some tracks couldn't be entered. When designing it I had to select different ways of listing my fields. In addition, when I

was validating my database, I had to check that my validation rules were recognised by microsoft access. After I had done that, my test buddy checked my database's validation. When making my data entry form I used a range of colours, effects, buttons and sizes to make it look good. In addition, I had to make sure all my boxes were the same size, had at least a certain distance between them, and had my logo. A good thing was that my test buddy couldn't find much to criticise, however the things he did mention I did improve on and now it looks better than previously.

6	Dancometre	1. Research spreadsheet quiz's	30 mins	20/11/2007	C	30/11/07
		2. Plan questions and responses to be included in the quiz	30 mins	20/11/2007	C/H	30/11/07
		3. Create Spreadsheet	2 hours	22/11/2007	C	6/12/07
		4. Test spreadsheet	30 mins	26/11/2007	C	11/12/07
		5. Get test buddy to check quiz	30 mins	26/11/2007	C	11/12/07
		6. Improve presentation of quiz		28/11/2007	C	15/12/07
		7. Update project log, plan and review	1 hour	4/12/2007	C/H	9/1/08
		8. Contingency time	1 hour	6/12/2007	C	15/1/08

Dancometre review point

I found it quite difficult to think of some original and good questions for my quiz, but it was made easier by dividing up my questions into different categories and thinking of questions to fit in them. We also had to consider how a score was to be calculated which would then give them a code for which songs they would prefer. I then made my spreadsheet using a wide variety of tools and formula to make my quiz suitable for my target audience. Some of these included nested and un-nested IF statements to make certain text appear for a particular score. After my test buddy had tested my quiz, he gave me some useful feedback which I used to further improve my spreadsheet. To improve my spreadsheet I added password protection so data can only be entered or deleted except in the answer column. In addition, I conditional formatted some of my work so that colours and shading would appear as well as text when certain values were entered.

Before doing my playlist, I realised that I had forgotten to include VLOOKUPS in my quiz. I went back onto my quiz, created a new sheet and entered some information which would help me create the VLOOKUP. Then I created a new row which said "Effort Rating" and in the cell next to it I created a formula regarding their fitness code. I then had to do the same in other sheets, and re-protect all of my documents.

7	Invitation	1.Design an invitation	30 mins	10/12/2007	H	15/1/08
		2.Create an invitation	1 ½ hours	10/12/2007	C	15/1/08
		3.Get feedback from my test buddy	30 mins	12/12/2007	C	17/1/08
		4.Update sources table	30 mins	18/12/2007	C	18/1/08
			30 mins	18/12/2007	C/H	18/1/08
		5.Update project log, plan and review	1 hour	20/12/2007	C	18/1/08
	6.Contingency time					21/1/08

Invitation review point

I first created my invitation on Microsoft Publisher by using different colours, text boxes, wordart, and pictures. For our invitation, we had to create another primary image to attain higher marks. I did this by getting a star shaped autoshape and filling it with a modified photo that I took of the dance club at Hellesdon High. I had to modify the picture that I took on Fireworks to make it brighter as it was quite dark. After that, my test buddy and I switched computers and looked at each other's invitation and then gave some very useful both positive and negative feedback which I then used to improve my own invitation. After I had, I felt that my test buddy was correct in their negative feedback, as my improved sheet looked a lot better overall. Finally, I screenshotted my invitation and anotated it stating the reasons for use of each thing.

8	Playlist	1.Search the database	1 hour	15/01/2008	C	12/3/08
			1 hour	17/01/2008	C	18/3/08
		2.Prepare playlists for myself and my test buddy	30 mins	18/01/2008	C	9/4/08
		3.Test the playlist	30 mins	18/01/2008	C	15/4/08
		4.Get feedback from test buddy	30 mins	21/01/2008	C	17/4/08
		5.Update sources table	30 mins	21/01/2008	C/H	17/4/08
		6.Update project log,plan and review	1 hour	22/01/2008	C	17/1/08
	7.Contingency time					21/1/08(Started Unit 4)

Playlist review point

At first when I was creating the queries and searching the database, I thought that this section of the project was difficult and quite boring however, once I had got to designing my Playlist report, it was much more exciting and it was enjoyable to create. Once my test buddy had given me very useful improvement, I felt that my playlist report looked attractive, aesthetically pleasing and suitable for my target audience. I used several tools to create it such as special effects, borders, fill effects, font colours and positioning to make it look like it does. After that, I formatted all my word documents to PDF, and saved them to my eportfolio folder. Finally, using the documents, I updated my Dancers Only category on my eportfolio.

9	Sponsor form	1.Design sponsor form	30 mins	29/01/2008	H	25/4/08
		2.Create sponsor form	2 hours	29/01/2008	C	29/4/08
		3.Get feedback from target audience and test buddy	1 hour	4/02/2008	C	1/5/08
		4.Update sources table	30 mins	6/02/2008	C	2/5/08
			30 mins	6/02/2008	C/H	
		5.Update project log,plan and review	1 hour	12/02/2008	C	2/5/08
6.Contingency time				Not used		

Sponsor form review point

Designing my sponsor form was quite difficult, mainly because of the image that I included. Because it was quite dark, I had to edit it so that it was more transparent so that when it was printed, the writing would be still visible. I researched a few different sponsor forms from other charities, so that I could create my own. I also included an example, to help the dancers if they didn't know how to fill it in. After my test buddy had given me some helpful feedback, such as adding a TOTAL column, I improved it and then created a final annotation displaying reasons why I had done certain things. I believe that my sponsor form is well laid-out, aesthetically pleasing and that it appeals to my target audience.

10	On screen publication	1.Design publication	30 mins	14/02/2008	H	4/2/08
		2.Create publication	3 hours	14/02/2008	C	10/2/08
		3.Get feedback from test buddy	30 mins	26/02/2008	C	19/2/08
		4.Update sources table	30 mins	26/02/2008	C	21/2/08
			1 hour	27/02/2008	C/H	22/2/08
5.Update project log, plan and review	1 hour	28/02/2008	C	25/2/08		

		6.Contingency time				
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On screen publication review point
 Designing my publication wasn't difficult as I just had to ensure that it would suit my target user, and all relevant information would be included. My publication also wasn't difficult, and it was quite fun seeing it being created stage by stage and adding the animation. In my publication, I had to ensure that all my slides suited the audience I wanted it to suit. In addition, I had to make sure that my slide show would run automatically, and that it would run continuously. I did this by selecting loop until escape and adding timings to each slide. Most of my slides have a recurring layout except the first and last slide. My Publication also includes information about each of the 5 charities involved, and I have reworked their aim into my text to make it more persuasive to read. My test buddy gave me some really helpful constructive feedback which I then used to improve my Publication to make it even better. This includes things like adding a border, adding more animation, changing the colour of some words and bolding most of my text.

11	Eportfolio	1.Design Eportfolio	30 mins	3/03/2008	H	16/10/07
		2.Create Eportfolio	4 hours	5/03/2008	C	19/11/07
		3.Link my work to each page of my eportfolio	1 hour	17/03/2008	C	24/11/07
		4.Test my eportfolio	30 mins	19/03/2008	C	31/11/07
		5.Get feedback from test buddy.	30 mins	19/03/2008	C	6/11/07
		6.Update sources table	30 mins	25/03/2008	C	
			30 mins	25/03/2008	C	
		7.Update project log, plan and review	1 hour	27/03/2008	C	
		8.Contingency time				

Eportfolio review point
 I was away for two of the lessons, so I had to catch up on a lot. Fortunately, I caught up on all the work in just one lesson which was good. I also created a project logo to use on on my work including my eportfolio to make my work look more professional. Because I have done my eportfolio now, I have to go back and do the work in between.My test buddy thought it was very good, so there were little improvements to be made on it.

12	Project Review	1.Evaluate the publications	1 hour	28/03/2008	C	2/6/08
		2.Evaluate the project	1 hour	31/03/2008	C	5/6/08

		as a whole 3.Evaluate my own work	1 hour	2/04/2008	C	6/6/08
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Project review check point

I believe that my project review went really well, as I completed it quite quickly, although slower than my project plan had indicated. I also found that I had so much to write, although writing 3353 was not as boring as I had imagined it would be. In my project review, I included information about what went well, how long things took me, and what I would do if I did the project again. I also checked my document for spelling, because after writing so many words, I tended to make frequent typing errors. Doing a spell check meant that I get an extra five marks.