

Project Plan for the Make Space Project

**I have 8 lessons of ICT each week
My ICT lessons are 50 minutes long**

**Project Start Date 20/02/2006
Project Deadline Easter**

Task No	Task	Sub-task	Time allowed	Start date	End date	Class	Home	Notes
1	Project planning	Read the project brief	45 minutes	20/02/06	20/02/06	√		
		Create mind map	30 minutes	20/02/06	20/02/06	√		I did this with others in the group to work out what we needed to do to complete this project
		Create folders for my work	15 minutes	20/02/06	20/02/06	√		
		Create project plan	60 minutes	20/02/06	20/02/06	√		I worked with a friend to make sure that we both had everything we needed for the project
2	Gathering Information	Make a list of activities available in the area (mind map)	30 minutes	21/02/06	21/02/06	√		
		Research other activities and decide on 3 to be offered	45 minutes	21/02/06	21/02/06	√		
3	Survey	Create a questionnaire	35 minutes	22/02/06	22/02/06	√		I created the questionnaire then my teacher said I might like to add more colour so I went back and did it again.
		Ask people my questions	40 minutes	22/02/06	22/02/06	√		Our teacher let us go to other classes in the school to ask them our

								questions
		Make a spreadsheet	40 minutes	23/02/06	23/02/06	√		I used the plan in the website to help me get my spreadsheet right
		Put in answers	35 minutes	23/02/06	23/02/06	√		
		Make graphs	35 minutes	23/02/06	23/02/06	√		I used the list to make the graphs, but I wasn't sure how to do one of them so I left it.
4	Database	Get file for database	5 minutes	24/02/06	24/02/06	√		
		Cræete a data entry form	25 minutes	24/02/06	24/02/06	√		
		Add new records	25 minutes	24/02/06	24/02/06	√		
		Do searches	40 minutes	24/02/06	24/02/06	√		I found this the hardest bit of the project to do.
		Make reports	30 minutes	24/02/06	24/02/06	√		
5	Leaflet	Design leaflet	20 minutes	06/03/06	06/03/06	√		I had some time off because I was ill, but I still think I can meet the deadline because I have done so much in such a short bit of time.
		Make leaflet	75 minutes	06/03/06	06/03/06	√		
6	Presentation	Design	20 minutes	07/03/06	07/03/06	√		
		Create	90 minutes	07/03/06	07/03/06	√		I stayed over into breaktime to get this finished today.
7	Eportfolio	Design and make	120 minutes	08/03/06	09/03/06	√		
		Link up work	90 minutes	13/03/06	13/03/06	√		
8	Review	Do review of project	90 minutes	13/03/06	14/03/06	√		