

Project Plan for the Make Space Project

**I have 2 Lessons of ICT each week
My ICT lessons are 90 minutes long**

**Project Start Date – 22 January 2006
Project Deadline – 28th April 2006**

Task No	Task	Sub-task	Time allowed	Start date	End date	Class	Home	Notes	Risk
1	Project planning	Read the project brief	30 mins	22/1/06	22/1/06	✓			
		Create mind map	30 mins	22/1/06	22/1/06	✓			
		Create folders for my work	10 mins	22/1/06	22/1/06	✓			
		Create project plan	2 hour	22/1/06	25/1/06	✓	✓		
2	Gathering Information	Create mind map for:-							
		Leaflet	15 mins	25/1/06	25/1/06	✓			
		Presentation	15 mins	25/1/06	25/1/06	✓			
		Database Reports	15 mins	25/1/06	25/1/06	✓			
		Find useful information about local activities available – internet etc	4 hours	25/1/06	30/01/06		✓		
		Record sources of information – website url	20 mins	25/1/06	30/01/06		✓		
		Get images to use later	1 hour	25/1/06	30/01/06		✓		
		Create own images	1 hour	25/1/06	30/01/06		✓		
3	Conduct Survey	Choose 3 Activities for your Make Space club	1.30 hour	30/01/06	30/01/06	✓			
		Create Questionnaire from design + several of own questions	3 hours	01/02/06	06/02/06	✓	✓		
		Test questionnaire and change if you need to	1 hour	06/02/06	06/02/06	✓			

		Create spreadsheet from design	1 hour	08/02/06	08/02/06	✓			
		Test spreadsheet and change if need to	30 mins	08/02/06	08/02/06	✓			
		Enter results in spreadsheet	30 mins	08/02/06	20/02/06		✓		
		Save spreadsheet in value and fomula views to eportfolio	20 mins	08/02/06	20/02/06		✓		
		Produce Charts from spreadsheet data	1.30 hrs	20/02/06	20/02/06	✓			
		Enter charts into presentation template (see dida website)	1 hour	20/02/06	22/02/06		✓		
		Test results on friends and change if need to	1 hour	22/02/06	22/02/06	✓			
4	Use database	Open MODELS database from dida website	20 mins	27/02/06	27/02/06	✓			
		Design data entry form for others to add new records.	30 mins	27/02/06	27/02/06	✓			
		Create Data entry form from design	1 hour	27/02/06	01/03/06	✓	✓		
		Test Data entry form for ease of use and change if needed	1 hour	01/03/06	01/03/06	✓			
		Add 3 new records to database	15 mins	01/03/06	01/03/06	✓			
		Save evidence of the	15 mins	01/03/06	06/03/06	✓	✓		

		data entry form (NOT database) to eportfolio							
		Design database serches using two options from dida website	20 mins	06/03/06	06/03/06	✓			
		Create search from design and save to eportfolio	30 mins	06/03/06	06/03/06	✓			
		Create reports from search results	40 mins	06/03/06	06/03/06	✓			
		Test reports and change if need to	20 mins	08/03/06	08/03/06	✓			
		Save reports to eportfolio	10 mins	08/03/06	08/03/06	✓			
		Get feedback on all your database reports on feedback form and save for project review	40 mins	08/03/06	08/03/06	✓			
5	Advertise the club	Design a leaflet using criteria on dida website	1.30 hour	08/03/06	13/03/06	✓	✓		
		Create leaflet	3 hour	13/03/06	15/03/06	✓	✓		
		Add details of sources to sources file	10 mins	13/03/06	13/03/06	✓			
		Print a prototype and check it – change if need to	15 mins	15/03/06	15/03/06	✓			
		Test and feedback – change if need to	45 mins	15/03/06	15/03/06	✓			
		Save leaflet to eportfolio	10 mins	15/03/06	15/03/06	✓			

		Create a storyboard to design a presentation	30 mins	20/03/06	20/03/06	✓			
		Create presentation from storyboard	2 hours	20/03/06	22/03/06	✓	✓		
		Add sources to sources file	15 mins	22/03/06	22/03/06	✓			
		Test presentation and get feedback – change if need to	40 mins	22/03/06	22/03/06	✓			
		Save to eportfolio	15 mins	22/03/06	22/03/06	✓			
6	Create Eportfolio	Use list on dida website to check all right things are included	30 mins	29/03/06	29/03/06	✓			
		Ensure details of all information sources are entered in SOURCES file	20 mins	29/03/06	29/03/06	✓			
		Use structure chart on dida website to create eportfolio directory structure	20mins	29/03/06	29/03/06	✓			
		Check all evidence is in an acceptable format	10mins	29/03/06	29/03/06	✓			
		Check eportfolio is NOT bigger than 15mb	10mins	29/03/06	29/03/06	✓			
		Get feedback on eportfolio and keep for review	30 mins	03/04/06	03/04/06	✓			
7	Review Project	Write down what went well and what went	1 hour	03/04/06	03/04/06	✓			

		wrong							
		Complete review template on dida website	30 mins	05/04/06	05/04/06	✓			
		Save review for eportfolio	10 mins	05/04/06	05/04/06	✓			

This shows my first Project Plan and the time I thought it would take to do the tasks. I also set out to finish the project by Easter so I had some time to spare in case I got delayed.

All the tasks are shown as a red risk because this is just my first guess and none of the tasks are actually done.