

	A	B	C	D	E	F
1	Project Plan for the Make Space Project					
2						
3	I have 5 Lessons of ICT per week				Project Start Date 04.01.06	
4	My ICT lessons are 60 minutes long				Project Deadline 07.04.06	
5						
6	Task No	Task	Sub-task	Time	Start date	End date
7	1	Project planning	Read the project brief	20 mins	04.01.06	13.01.06
8			Create mind map	30 mins	04.01.06	13.01.06
9			Create folders for my work	15 mins	04.01.06	13.01.06
10			Create project plan	2 hours	04.01.06	13.01.06
11						
12	2	Gathering Information	Produce mind maps for presentation and database			13.01.06
13			Information about the Make Space Club			13.01.06
14			Create source file to record information			27.01.06
15			Image table for images and information			27.01.06
16						
17	3	Survey	Create Questionnaire			27.01.06
18			Get it proof read			27.01.06
19			Test your Questionnaire			27.01.06
20			Save your Questionnaire			27.01.06
21			Create a Spreadsheet			27.01.06
22			Test your Spreadsheet			27.01.06
23			Carry out the Survey			27.01.06
24			Save evidence of the Survey			27.01.06
25			Open results and paste charts			27.01.06

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1			
2			
3			
4			
5			
6	Class	Home	Notes
7	Yes	No	Make sure understandable
8	Yes	No	Maybe get reasearch
9	Yes	No	Make sure correct
10	Yes	No	Make sure correct and complete
11			
12	Yes	Yes	
13	Yes	Yes	
14	Yes	No	
15	Yes	No	
16			
17	Yes	Yes	
18	No	Yes	
19	Yes	Yes	
20	Yes	No	
21	Yes	No	
22	Yes	Yes	
23	Yes	Yes	
24	Yes	No	
25	Yes	No	

	A	B	C	D	E	F
26			Get feedback from results			27.01.06
27			Save results document			27.01.06
28			Ask a reviewer for feedback			27.01.06
29						
30		4 Club Database	Open members Database			10.02.06
31			Design a Data Entry Form			10.02.06
32			Create a Data Entry form			10.02.06
33			Proofread your Data			10.02.06
34			Get a test user			10.02.06
35			Add more records to Data Entry			10.02.06
36			Save evidence of your Data Entry form			10.02.06
37						
38		5 Database Reports	Design Searches			10.02.06
39			Save your Evidence			10.02.06
40			Produce Reports using search results			10.02.06
41			Ask a testuser to test			10.02.06
42						
43		6 Leaflet	Design your Leaflet			10.02.06
44			Create the Leaflet			10.02.06
45			Add details of sources			10.02.06
46			Print a prototype			10.02.06
47			Ask for feedback			10.02.06
48			Save your Leaflet			10.02.06
49			Use the Mark Alert Checklist for help			10.02.06
50						
51		7 Presentation	Use a storyboard to create slides			17.03.06
52			Create the Presentation			17.03.06

	G	H	I
26	Yes	Yes	
27	Yes	No	
28	No	Yes	
29			
30	Yes	No	
31	Yes	No	
32	Yes	No	
33	Yes	Yes	
34	No	Yes	
35	Yes	No	
36	Yes	No	
37			
38	Yes	No	
39	Yes	No	
40	Yes	No	
41	No	Yes	
42			
43	Yes	No	
44	Yes	No	
45	Yes	No	
46	Yes	No	
47	No	Yes	
48	Yes	No	
49	Yes	No	
50			
51	Yes	No	
52	Yes	No	

	A	B	C	D	E	F
53			Add details of all sources			17.03.06
54			Test your Presentation			17.03.06
55			Save your Presentation			17.03.06
56			Use mark alert checklist for help			17.03.06
57						
58		8 Eportfolio	Add details of all sources			31.03.06
59			Map out your eportfolio			31.03.06
60			Create your eportfolio			31.03.06
61			Add details of all sources			31.03.06
62			Test your eportfolio			31.03.06
63			Check your eportfolio size			31.03.06
64			Do a review of eportfolio			31.03.06
65						
66		9 Review	Complete Review with improvements			7.04.06
67			Save your Review			7.04.06

	G	H	I
53	Yes	No	
54	Yes	No	
55	Yes	No	
56	Yes	No	
57			
58	Yes	No	
59	Yes	No	
60	Yes	\No	
61	Yes	No	
62	Yes	No	
63	Yes	No	
64	Yes	No	
65			
66	Yes	No	
67	Yes	No	