

Leonie Fisher - Project Plan for *Action 4 Energy Campaign*

**I have 3 lessons of ICT each week (Mon, Wed, Fri)
My ICT lessons are 50 minutes long**

Project Start Date 6th January 2006

Project Deadline 17th March 2006

Number of lessons = 30

		Changes to first plan	Update project plan	Milestone review	On time	Late	
No	Task	Sub-task	Class time	Start date	Actual	Home	Notes
1	Project planning	Read the project brief	50 mins	06/01/06		Internet research	At home, copy and paste URLs of useful websites into a Word document save on memory stick for school
		Make notes					
		Create mind map	50 mins	09/01/06			
		Create folders for my work					
		Create project plan	50 mins	10/01/06			Timings are hard to guess
Total time for task 1			150 mins			Actual: 150 mins	
2	Design logo	Experiment with vector program	50 mins	12/01/06		Think about logo design	I haven't used this program for some time
		Design and create versions, save different ideas as GIF. Print out at different sizes in B&W	40 mins	16/01/06			Printer wasn't working at school. Saved to memory stick for home
		Get feedback – make notes	10 mins				Printed at home and got feedback
		Choose final design, create and print in colour and B&W. Get feedback	50 mins	17/01/06			Couldn't get feedback because of printer problems
		Make changes and work on ideas for next task	20 mins	19/01/06			Had to get feedback this lesson before revising logo. No time to get ideas for next task.
		Add commentary on a new layer	20 mins		19/01/06		Forgot to plan for this and had to add it in for all the products
Total class time for task 2			170 mins			Actual: 190 mins	Running 20 mins late
Update project plan							
3	Design car sticker	Make design and print it out to take home	50 mins	19/01/06	23/01/06	Tried out some ideas on paper before class	Check SPB instructions. Update plan at home
		Get feedback				Feedback from parents – made notes	No changes
		Print on acetate	5 mins	23/01/06			Ink runs

						Tried acetate on printer at home	Looks good.	
Total class time for task 3			55 mins				On time	
Update project plan								
4	Design light bulb box	Measure typical long life bulb Take a digital photo, download & save	15 mins	23/01/06		Undo different boxes to look at nets & make rough sketches	Updated plan at home	
						Look at packaging designs in supermarket for bulbs & green products.	Got lots of ideas	
		Draw net in rough on paper with measurements. Try making a mockup.	25mins		Still running over by 20 mins	Look through my album at home for useful photos	Found wind farm photos and one of daisies	
		Scan drawing & save.	10 mins			Saved my photos to memory stick		
		Catch up time after school			23/01/06			Finished work planned for today
		Draw net design to scale in vector program with fold lines	50 mins	24/01/06			A4 printer - not big enough to print out full size net. No card available for printer.	
		Print out in draft, cut out and roughly assemble to check tab placing, where to glue etc	15 mins	26/01/06			Had to change position of 2 tabs and where to glue. Added in time for troubleshooting	
		Troubleshoot net		15 mins				
		Add measurements & labels	15 mins	26/01/06	15 mins late		I used different layers for the measurements, surface design and commentary	
		Add the graphic design for the box on a new layer	20 mins	26/01/06			Tried daisies and both logos. Used a detail of the daisy picture for one design	
		Print out and check	10 mins	30/01/06			One logo upside down	
		Troubleshoot surface design and print again		10 mins				Fine
Cut out and assemble box. Get feedback in class &	20 mins	30/01/06	25 mins late		Running over by 25 mins but can catch up with Mr B			

		make a note of it				Got more feedback from parents and local shop – made notes	Choose design preferred by reviewers
		Add commentary on new layer.	20 mins				
		Take digital photos of box from different angles on plain background. Download & save to folder	20 mins	30/01/06	45 mins behind		Will edit images to change scale so bulb looks as if it fits half size box
		Create a manipulated image to show assembled box and light bulb together	50 mins	31/01/06			Added daisy background. Remembered how to use layer masks
Total class time for task 4			250 minutes			Actual 295 mins inc contingency time (see below)	
Update project plan							
Milestone project review with ICT teacher. Make changes to plan if needed. Contingency time 1 hour after school with Mr Brandon.							
Used most of this so back on track now!							
5	Design poster	Experiment with different source images and effects	20 mins	02/02/06		Update plan at home	Try filters for different effects
		Choose elements and create a design with text Get feedback	30 mins	02/02/06			
		Create draft and print in colour Get feedback from 2 adults (e.g. art teachers)	50 mins	06/02/06			Layout not clear, smaller text should have plain font
		Make changes to design if necessary	30 mins	07/02/06		Take any extra photos needed for task 6	I improved layout as suggested
		Write commentary	20 mins				Did this after school to stay on track
Total class time for task 5			130 mins			Actual 150 mins	
Update project plan							

6	Web page	Design web page and get feedback	30 mins	9/02/06		Update plan at home	
		Optimise images for web Duplicate and make crops Make other changes if necessary	20 mins				
		Create banner using logo and text with pattern or texture. Optimise banner for web	30 mins			13/02/06	
		Build page	20 mins	Get feedback			
		Amend page then add hyperlinks from crops to full images	15 mins	14/02/06			This task built up into a 5-page website because I added text to the pages with the large images
		Test links & troubleshoot problems	15 mins				
		Add information from websites and copy and paste URLs from research notes	20 mins				
		Get feedback from ICT & Geog teachers and make notes	10 mins	14/02/06	16/02/06		Used part of contingency time to catch up again
		Make changes if needed	10 mins				
Total class time for task 6		150 mins			Actual 170 mins		
Update project plan							
Milestone project review with ICT teacher. Make changes to plan if needed. Check through eportfolio planning. Use rest of time before half term to make changes, proofread and check work so far (80 mins on 14 and 16/02/06)							
HALF TERM							
7	eportfolio	Plan site structure with mind mapping		23/02/06		Update plan at home	Get this done in half term
		Create site folder and subfolders Design web pages and get feedback	50 mins	27/02/06			

		Optimise all relevant images and save to site images folder. Export documents and commentaries as PDFs	30 mins	28/02/06		
		Check all folders for content and acceptable file types	20 mins			
		Build website structure	20 mins	02/03/06		
		Create a template and add navigation bar	30 mins			
		Create a style sheet and add commentaries to pages	50 mins	06/03/06		
		Insert images, add ALT tags to images	20 mins	07/03/06		
		Proofread/spellcheck eportfolio Preview in different browsers and test links	30 mins			
		Review website with schoolmates	20 mins	09/03/06	Review website with friends & family	
		Troubleshoot broken links, make any changes needed	30 mins			
Total class time for task 7			300 mins		Actual 300 mins	Really pleased with these timings but I allowed far more than in unit 1
Update project plan						
Final milestone project review with ICT teacher. Take notes. Contingency time 1 hour after school if needed						
8 Make final changes to work			50 mins	13/03/06		
9	Project review	Read through all notes, comments and feedback, or review sheets, and my own commentaries	30 mins	14/03/06	Update plan at home	
		Add commentaries for eportfolio, car sticker, web pages	40 mins			I forgot about these until I checked through for the project review. Had to miss PE to get it done.
		Export all Word documents as PDFs	15 mins	14/03/06		
		Complete self-assessment check list	5 mins			

	Add final review to web page	20 mins	16/03/06			
	Proofread/spellcheck review and final testing	30 mins				
Total class time for task 9		100 mins			Actual 140 mins	
Total planned class time for SPB		1435 mins = about 29 lessons				
Total actual class time for SPB		1580 mins				Really pleased with this as I used contingency time to catch up during the project and finished on time.