

### Project Plan for Team 3

Task number	Task	subtasks	responsibilities	Time allowed	Contingency time	Start date	End date	Notes and changes to plan
1	Read the SPB and create the plan	<ol style="list-style-type: none"> <li>1. Read the SPB- 30mins</li> <li>2. Create a team plan- 90mins</li> </ol>	All the members	2 hours	30mins	16/01/06	18/01/06	No changes were made to this plan at this time.
2	Investigating an enterprise idea	<ol style="list-style-type: none"> <li>1. Have an informal team meeting on order to come up with ideas and then delegate ideas to research. 30mins</li> <li>2. Create a mind map for the idea we were given. 60mins</li> <li>3. Conduct secondary research. 180mins</li> <li>4. Update the diary, review and e-portfolio. 60mins</li> </ol>	Each member was given an individual idea to investigate. After the first subtask. James did coins. Conner did calendars. Marissa investigated wigs. Iain investigated key rings. All of the tasks were due on the 26/02/06	6 hours	1 hour	19/01/06	27/01/06	The plan did not need to be changed. We all met the deadlines for this task and there were no disputes that affected the team during this task.
3	Modelling finances	<ol style="list-style-type: none"> <li>1. Create spreadsheet model on our individual ideas. 120mins</li> </ol>	Each team member created a spreadsheet on the idea that they had	5 hours	1 hour	30/01/06	03/02/06	We did not change the plan because of this task.

		<ol style="list-style-type: none"> <li>2. Look through and improve the model. 60mins</li> <li>3. Update the diary, review and e-portfolio. 60mins</li> </ol>	<p>investigated in the last task. All of the tasks were due before the creating the presentation for the next task. 06/02/06.</p>					<p>The feedback that each team member gave each other was very constructive and greatly helped the improvement of our spreadsheets.</p>
4	Making a decision	<ol style="list-style-type: none"> <li>1. Create a presentation to be shown at the meeting. 150mins</li> <li>2. Conduct team meeting to make a final decision. 30mins</li> <li>3. Update the diary, review and e-portfolio. 60mins</li> </ol>	<p>Each team member must individually create a presentation on the idea they investigated in the investigating an enterprise idea task then all of the members will have a team meeting and make the decision. Iain will present key rings, Marissa wigs, Conner calendars and James coins.</p>	4 hours	1 hour	06/02/06	10/02/06	<p>Our plan did not need to be changed after this task. Conner was not present on the day of the meeting so we could not take the calendar idea into consideration when we decided on a final idea.</p>

5	Creating a corporate identity	<ol style="list-style-type: none"> <li>1. Each team member create a logo and letterhead design. 20mins</li> <li>2. Have an informal team meeting to decide on which logo to use. 10mins</li> <li>3. All team members contribute to creating the six other templates. 90mins</li> <li>4. Update the diary, review and e-portfolio. 60mins</li> </ol>	<p>Each team member creates a logo design then all team members have a meeting. Each team member then creates the templates that they were delegated to create. James will create the compliments slip. Conner will create the invoice. Marissa will create the business card and the letterhead. Iain will create the agenda and the receipt. All of the products should be completed by 22/02/06.</p>	3 hours	1 hour	20/02/06	23/02/06	Conner was absent for the lessons when we created the products so Iain created the invoice as well. We all completed the products set for us within 1 hour which meant that we had extra time left over to go back and improve the previous tasks that we had completed before moving on.
6	Producing a promotional website	<ol style="list-style-type: none"> <li>1. Create a storyboard. 20mins</li> <li>2. Create the website. 80mins</li> <li>3. Test the website and</li> </ol>	<p>Each team member is delegated a different page of the website to</p>	3 hours	1 hour	24/02/06	01/03/06	This plan did not need to be changed as all of the team

		<p>improve if needed. 20mins</p> <p>4. Update the diary, review and e-portfolio. 60mins</p>	<p>create. James is to create the Contact page. Conner will create the staff page. Marissa will create the Wigz page and Iain will create the homepage for the website. All of the pages needed to be complete and ready to be linked by the 27/02/06</p>					<p>completed their tasks before the set date. Because each team member accurately followed the storyboard we created the different pages of the website all fitted well together, which meant that the improvements stage went very well with only minor changes being made.</p>
7	Promoting the enterprise	<p>1. Create three promotional items. 120mins</p> <p>2. Evaluate and improve the items. Completed as we went along</p>	<p>Each team member has to individually complete all of the subtasks</p>	4 hours	1 hour	02/03/06	06/03/06	<p>We did not change this plan during the task. The feedback that we each gave</p>

		3. Annotate the designs. 60mins 4. Update the diary, review and e-portfolio. 60mins						each other greatly helped us to create three promotional items that would be successful for their purpose.
				27 hours	6.5 hours			

This plan was very useful to the whole team as it gave us a timescale to work to and if we did not complete a task on time we stopped and then went back to it afterwards rather than putting the whole project behind schedule. It also gave us timescales for the individual subtasks which gave us some idea of how fast we needed to work in order to complete the project on time.