Criterion C: Project Schedule

Date	Action	Details	Comments and follow up	Date completed	Criterion
Jan 2008	Initial discussion with the ITGS teacher	After discussion with my ITGS teacher my ideas were approved	Make an appointment to talk to Keith	18th Jan 2008	A
Feb 2008	Initial discussion with Keith	Keith mentioned he wanted to advertise his business and this may need an ICT solution	Carry out research into similar situations to Keith	4th Feb	A
Apr 2008	First Interview with Keith	Solution(s) discussed and website was chosen	Go to the web and look at similar website solutions	24th Apr	A
May 2008	Second meeting with Keith	First draft designs completed and approved by Keith. We agreed on what he needs for the final product.	Check that Keith has the photos and other info for the website	18th May	B, D
June 2008	Choose the solution and feasibility study	Checked I had suitable hardware and software to develop the website. Made sure I could learn what I needed to do in order to develop the website. Preferred solution justified	Learn how use Dreamweaver Contact Keith to get the selected photos and information	10th June	B
June 2008	Agree on a schedule for developing the product	Project schedule developed indicating key milestones in discussion with Keith	----------	15th June	C
June 2008	Design the product	Detailed product designs developed in discussion with Keith. Agreement signed off by Keith	Think about how to test the product	25th June	D

June 2008	Develop the product (start)	Test plan to be developed		28th June	E
Ongoing	Product developed	Discussions with Keith as required during the development of the product	Vacation July

Investigate copyright issue involved with the use of images | 24th Sept | E |
Oct 2008	Website uploaded	Product complete and installed on web server		5th Oct	----
Oct 2008	Solution tested	Website handed to Keith and tested to see if it works	Make changes requested by Keith	18th Oct	E
Nov 2008	Solution handed over to Keith with training	Spent a morning with Keith in how to use and edit the website	----------	3rd Nov	F
Dec 2008	Feedback received from Keith	Keith completed a questionnaire to give feedback on whether the product met his needs	----------	2nd Dec 2008	B, C, D, F
Jan 2009	Ideas for improving the website	Following the questionnaire and any other feedback from Keith recommendations were made for further improvements to the website.		10th Jan 2009	E, F