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 | 18 th 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 | 4 th 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 | 24 th 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 | 18 th 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 | 10 th June | В |
| June 2008 | Agree on a schedule for developing the product | Project schedule developed indicating key milestones in discussion with Keith | | 15 th June | С |
| 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 | 25 th June | D |

| June 2008 | Develop the product (start) | Test plan to be developed | | 28 th June | Е |
|--------------|---|--|---|------------------------------|---------------|
| 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 | 24 th Sept | E |
| Oct 2008 | Website uploaded | Product complete and installed on web server | | 5 th Oct | |
| Oct 2008 | Solution tested | Website handed to Keith and tested to see if it works | Make changes requested by Keith | 18 th Oct | Е |
| Nov 2008 | Solution handed over to Keith with training | Spent a morning with Keith in how to use and edit the website | | 3 rd Nov | F |
| Dec 2008 | Feedback received from Keith | Keith completed a questionnaire to give feedback on whether the product met his needs | | 2 nd 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. | | 10 th Jan 2009 | E, F |

3 marks

The project schedule refers to the proposed IT solution identified in criterion B. The project schedule form has been used to complete this criterion and includes dates, actions and details.

A detailed schedule of tasks involved in the planning, designing, developing, testing and implementing of the IT solution has been provided along with dates of completion and the criteria that were addressed.