***Record of Tasks***

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| Task Number | Planned Action | Planned Outcome | Time Estimated | Target Completion Date | Criteria |
| 1. | Planning Stage:  Initial Discussion with Comp Science Teacher | After Discussion with my teacher, my plan to create the software was approved | 1 hour | 5th April 2017 | A |
| 2. | Planning Stage:  Preliminary Discussion with Press Supervisor | The Supervisor outlined the nature of the problem and the required solution | 1 hour 30 minutes | 7th April 2017 | A |
| 3. | Planning Stage:  Observing the type of the problem the Supervisor faces | By Observing the challenges that the supervisor faces, a desired solution was confirmed with the supervisor | 2 days | 7th - 8th April 2017 | A |
| 4. | Planning Stage:  Discussion with Comp. Science teacher to finalize data storing method | Discussed the suitable software options with the teacher and decided on using SQL tables | 1 hour 30 minutes | 11th April 2017 | A |
| 5. | Design Stage:  Designs to be discussed and approved | Java Eclipse and MySQL Workbench were decided as software’s to be used. Basic Designs were sketched for the different forms used in development | 1 hour | 11th April 2017 | B |
| 6. | Design Stage:  Second Discussion with Press Supervisor | Final designs of the forms and the table structures were approved | 1 hour | 17th April 2017 | B |
| 7. | Define the criteria for success |  | 30 minutes | 18th April 2017 | A |
| 8. | Write up the Planning |  | 1 hour | 18th April 2017 | A |
| 9. | Design Stage:  Complete Interface designs for all Forms, including designing tables in MySQL and Excel sheet table Structures. | The approved form and table structures were designed on the basis of discussions with the Press Supervisor. | 3 hours | 24th April 2017 | B,C,D |
| 10. | Design Stage:  Algorithmic and Structure design | Pseudo-codes were used to break down complex codes, such as codes to perform password checks and datatype checks in forms and then were coded in Java | 2 days | 27th – 29th April 2017 | C, D |
| 11. | Development Stage:  Start coding and product Development | Discussions with Comp. Science teacher to take advice on coding complex checks, queries and algorithms | 8 days | 6th June – 14th June 2017 | C,D |
| 12. | Testing Stage:  Solution testing by the Press Supervisor | Alterations and Improvements were identified during this discussion with the manager. | 1 day | 17th June 2017 | C,D |
| 13. | Development and Testing Stage:  Improvement based on Discussion | Solution Improved After discussion with Supervisor | 4 days | 23rd – 27th June 2017 | D |
| 14. | Testing Stage:  Solution tested  (personal testing) | Using dummy data to check validity, operations and reliability of the program | 2 days | 3rd – 5th July 2017 | D |
| 15. | Testing Stage:  Solution tested with the Press Supervisor | The solution was tested with real data input the supervisor to ensure it meets what was planned | 3 working days | 14th – 17th July 2017 | D |
| 16. | Testing Stage:  Feedback from Comp Science teacher | Final checks and acceptance before submission was done | 4 days | 21st – 25th July 2017 | D |
| 17 | Maintenance Stage:  Ideas for further improvements and extensions suggested by the Supervisor | Possible improvements were identified with the supervisor on our final meet. | 2 hours | 1st August 2017 | E |
| 18 | Implementation:  Program officially delivered to the Press. | Solution and installed on a working computer at the Press | 3 hours | 2nd August 2017 | E |