

## Criterion B: Record of Tasks

Task number	Planned action	Planned outcome	Time estimated	Target completion date	Criterion
1	Meet with <b>client</b> to discuss the problem	Identify the problem	1 day	January 18, 2020	A
2	Meet with <b>client</b> to discuss a proposed solution to the problem	Identifying a solution that will successfully solve the problem	1 day	January 25, 2020	A
3	Part A	Complete Part A of IA	3 days	January 28, 2020	A
4	Create flow charts	Visualize how the code will run and the order the methods will be called	4 days	February 1, 2020	B
5	Create pseudocode for project	Understand the basics of how the code will work	2 days	February 3, 2020	B
6	Create a testing plan	Create a detailed plan on how the code will be tested. Also, the files that will be tested will be created.	3 days	February 6, 2020	B
7	Figure out how to upload a .txt document to Java code	Understand how to import unformatted text into project (so it can be formatted)	5 days	February 11, 2020	C
8	Write code to alphabetize bibliography (and exclude quotation marks)	Only the first relevant word in the source is alphabetized	1 day	February 12, 2020	C

	from alphabetizing)				
9	Figure out how to write code that adds hanging indent to citation	Understand how to add a hanging indent to each citation	7 days	February 19, 2020	C
10	Write code to add an indent to each citation	Write the code that will add a hanging indent to each citation	3 day	February 22, 2020	C
11	Final meeting with <b>client</b> to see if all success criteria is met	Identify if the solution is satisfactory for the client	1 day	February 23, 2020	E
12	Test, tweak, and fine tune code	Make sure all of the code works properly and does what it is supposed to	3 days	February 26, 2020	C
13	Write about the development of the product	Create a document explaining the product and how it works	4 days	March 1, 2020	C
14	Record video of product	Record a video showcasing the product and how it works	1 day	March 2, 2020	D
15	Write evaluation of product	Evaluate the final product and how it functions	3 days	March 5, 2020	E

(This plan allows for extra time on any step in the event that it will take longer to complete a step or steps)