## Criterion B: Record of tasks

Include at least 40 detailed items of the work you do. You can include work on the sections of this document, client/advisor time, etc. Be detailed, list time in hours, **and if you have any items longer than 1 hour, break them up into smaller work items.**

You have 30 hours of in class time that you should account for, but you should also be spending at least another 10-20 hours outside of class and account for that as well.

**If your total hours are 40 or less, or if you have more than 1-2 items longer than an hour, you'll likely lose a point in Criteria B (out of 6 total). You should expect to spend an additional 10-20 hours outside of class (30 hours are in class) over the 6 week project.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task number | Planned action | | Planned outcome | | | | Time estimated | | Target completion date | | | Criterion |
| 1 | Find a client. | | Sent emails to potential clients. Introducing the project and what their role would be as a client. | | | | 0.75 | | February 2, 2023 | | | A |
| 2 | Talk to Mr. Howard, the client about the problem. | | Discussed with Mr. Howard what the problem is. And what requirements a solution must have. | | | | 1 | | February 4, 2023 | | | A |
| 3 | Write documentation on scenario. | | Wrote down the scenario and what the problem is. | | | | 1 | | February 4, 2023 | | | A |
| 4 | Write the remaining portions of Criterion A. Add solution and success criteria. | | Completed the Criterion A documentation, adding the solution, rationale and success criteria. | | | | 1 | | February 5, 2023 | | | A |
|  |  | |  | | | |  | |  | | |  |
|  |  | |  | | | |  | |  | | |  |
|  |  | |  | | | |  | |  | | |  |
|  |  | |  | | | |  | |  | | |  |
|  |  | |  | | | |  | |  | | |  |
|  |  | |  | | | |  | |  | | |  |
|  |  | |  | | | |  | |  | | |  |
|  |  | |  | | | |  | |  | | |  |
|  |  | |  | | | |  | |  | | |  |
|  |  | | |  |  |  | |  | |  |  |  |