

Criterion B: Record of tasks

Task number	Planned action	Planned outcome	Time estimated	Target completion date	Criterion
1	Discussing ideas for the project with the COS teacher.	Idea being approved by teacher	1 day	17/11/2020	A
2	Sending an email to the client with a proposal to help solve a problem.	The proposal is approved by the client.	1 day	22/11/2020	A
3	Setting up an interview and questionnaire with the client for discussion about the problem.	Get an initial idea of what features the program should include.	1 day	23/11/2020	A
4	Attend an interview with the client.	Completely understanding which features need to be a part of the program.	1 day	01/12/2020	A
5	Submit the definition of the problem to the COS teacher.	The proposal is approved by the COS teacher.	1 day	05/12/2020	A
6	Submit the rationale for the proposed solution to the COS teacher.	The proposal is approved by the COS teacher.	1 day	05/12/2020	A
7	Submit the success factors to the COS teacher.	The proposal is approved by the COS teacher.	1 day	5/12/2020	A

8	Started ROT	Setting Timeline	1 day	21/5/2021	B
9	Designing interfaces of the program.	Finished interface designs for each page of the program.	1 week	22/5/2021	B
10	Drawing flowcharts for the program.	Finished flowcharts and an idea of how the program would work.	1 week	25/5/2021	B
11	Drawing UML diagram	Finished UML diagram	1 week	30/5/2021	B
12	Writing the Algorithm	Finished algorithm for the program	1 week	3/6/2021	B
13	Creating test plan	To know how to check if the program is a success.	3 hours	12/6/2021	B
14	Develop the user interfaces.	Completed user interfaces for all of the pages.	2 weeks	30/6/2021	C
15	Program the registration page.	Completed Registration page.	1 week	17/7/2021	C
16	Program the login page.	Completed login page	2 hours	27/7/2021	C
17	Program the forgot password and reset password page.	Completed forgot password and reset password page.	7 hours	29/7/2021	C
18	Program the different home pages.	Completed home pages for the different designations	3 days	31/7/2021	C
19	Program the profile page.	Completed profile page.	5 hours	7/8/2021	C
20	Program the edit profile page.	Completed edit profile page.	3 weeks	31/8/2021	C

21	Program the Calendar Page.	Completed Calendar page	2 days	4/9/2021	C
22	Program the add events page.	Completed add events page.	8 hours	10/9/2021	C
23	Program Book-Keeping page.	Completed Book-Keeping page.	2 days	15/9/2021	C
24	Program add T-Accounts page.	Completed add T-Accounts page.	1 day	21/9/2021	C
25	Program manage employees page.	A completed manage employees page.	1 day	24/9/2021	C
26	Contact client	Get product approved and get feedback on implementations from clients.	2 weeks	4/9/2021	C
27	Make changes to the program.	Implement the changes suggested by the client.	3 days	21/10/2021	C
28	Put the program through alpha testing.	Test the program for any errors or bugs.	5 days	27/10/2021	C
29	Debugging process.	Finding solutions to the problems found during alpha testing.	1 week	3/11/2021	C
30	Allow beta testing by client.	Get feedback from the client on any bugs found.	2 weeks	18/11/2021	C
31	Debugging process.	Find solutions to the bugs found by the client.	1 week	8/12/2021	C
32	Hand over debugged program to the client for testing.	Allow the client to use the debugged program for a while.	3 weeks	29/1/2022	C

33	Convert program into JAR file.	An executable JAR file.	3 hours	24/2/2022	C
34	Complete criteria C document.	Completed document for criteria C.	4 days	27/2/2022	C
35	Record video to explain the program's functionality.	Video explaining functionality of product is completed.	1 day	6/3/2022	D
36	User guide creation	Completed user guide.	1 day	8/3/2022	E
37	Submit the final product to the client.	Get feedback from the client.	1 week	10/3/2022	E
38	Evaluation of the final program	Compare the program against the success criteria to see if they have been achieved and get recommendation from the client.	2 days	18/3/2022	A/E
39	Recommend aspects for the future improvements to the product.	Write recommendations on how the product can be improved based on the client's feedback.	3 days	25/3/2022	E