TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK

Date	Task	Time involved	Team member responsible (student initials)	Comments
1. 10/12/25	Team kickoff and problem identification	1hr	KG,AR	Met as a team to review the TSA Webmaster theme and identify issues with fragmented community resources in the Downingtown area.
2. 10/17/25	Research on community needs and existing resources	1.5hr	KG,AR	Researched healthcare, food assistance, mental health, and nonprofit resources relevant to the community.
3. 10/22/25	Website concept and structure planning	1hr	AR	Planned the purpose of the website and outlined main sections such as Support Services, Events, and Nonprofits.
4. 10/28/25	Navigation and information architecture design	1.5hr	KG	Designed clear navigation and category-based organization to improve accessibility and usability.
5. 11/03/25	Visual design and branding planning	1hr	AR	Selected color scheme, typography, and branding elements aligned with the Downingtown Area School District.
6. 11/09/25	Initial website development and layout	2hrs	KG,AR	Began building core pages and implemented layout structure using original code and styling.

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11/15/25 1.	Content writing and resource descriptions	1.5 hrs	KG, AR	Wrote clear descriptions for community resources, ensuring accuracy and readability.
11/21/25 2.	Accessibility and usability review	1 hr	KG	Checked contrast, text clarity, mobile responsiveness, and ease of navigation.
11/27/25 3.	Feature implementation (search and filtering)	2hrs	KG , SM	Implemented search and filtering tools to help users quickly locate relevant services.
12/03/25 4.	Events calendar and engagement features	1.5hr	KG	Added community events section and structured volunteer and donation pathways.
12/09/25 5.	Cross-browser and device testing	1hr	SM	Tested the website on multiple browsers and screen sizes to ensure compatibility.
12/15/25 6.	Content editing and grammar review	2hrs	KG,AR	Proofread all pages to remove spelling and grammatical errors.

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1. 12/21/25	Reference page and citations creation	1 hrs	KG, AR	Compiled sources, added reference page, and ensured proper citation of all materials.
2. 12/27/25	Final layout and consistency check	1.5 hr	SM	Ensured consistent formatting, spacing, and design across all pages.
3. 01/02/26	Final compliance review with TSA rules	1 hr	KG , SM	Verified that the website met all TSA Webmaster rules and requirements.
4. 01/08/26	Final revisions and polishing	1 hr	SM	Made final adjustments based on team review and feedback.
5. 01/14/26	Final submission preparation	0.5 hr	KG	Confirmed accessibility, reviewed links, and prepared files for final submission.
6.				