Information Technology: Initiate and Plan 1

A		Phases of a Project Life Cycle		Input		Output	
1	**Initiation**	Consideration of user or client's requirements, and a decision of whether to take the job	1	User requirements	1	Feasibility report
			2	User constraints	2	Legislation implications
					3	Next Steps
					4	Phase review
2	**Planning**	Coming up with ideas of solutions, how they will be tested, what resources they will require, and how they will be achieved	1	Feasibility report	1	Project and test plans
			2	Legislation implications	2	Constraints list
			3	Next Steps	3	Phase review
3	**Execution**	Putting the plan into effect, making the product, and testing	1	Project and test plans	1	Deliverable product
			2	Constraints list	2	Test results
					3	Phase review
4	**Evaluation**	Checking the final product with the requirements, constraints and assessing the plan against the execution	1	Deliverable product	1	Release of deliverable product
			2	Test results	2	User documentation
					3	Final evaluation report

B	Key Vocab
Phase review	Assessment at the end of a phase of what went well and what could have been improved with reference to the requirements and plans
Iterative review	Assessment after each repetition of a stage of development.
Next Steps	Brief outline of what to do next, in the absence of a full plan.
Feasibility	How easy to achieve something is
User requirement	Something that is needed. *ie the product must appeal to 20-30 year olds*
Constraint	Something that must not or cannot happen. *ie the project must not cost more than £8,000*
Objective	A specific planned outcome, which may be a small step in an overall project
Success Criteria	The things you need to accomplish to know that the product is successful, written during the planning phase and checked in the evaluation phase

Information Technology: Initiate and Plan 2

A	Key Vocab
Dependent	Can only be started once another task is completed
Serial tasks	Dependent asks which must be performed one after the other
Parallel tasks	Independent tasks which can be performed at the same time
Dummy activity	Activity in a PERT diagram which takes no time, but connects a dependent task
Milestone	An activity which takes no time and marks significant events
Contingency	Planned time for if things do not go according to plan
Risk mitigation	Systematic planning to reduce risks
Node	An idea in a mind map
Sub-node	A node which is linked to another node which is closer to the central node
Link	Connection between nodes, denoting a connection of ideas

C		Software Used
1	**DTP**	Desktop Publishing. eg MS Publisher,
2	**Project management software**	eg MS Project
3	**Spreadsheet**	eg MS Excel, Google Sheets
4	**Word processor**	eg MS Word, Google Docs

B	SMART Objectives	Example	Non-example
S	Specific	Learn 7x tables	Get better at tables
M	Measurable	Get 80% in test	Do well in test
A	Achievable	Beat my PB	Set world record
R	Relevant	Learn C=πD	Learn π to 100dp
T	Time-based	…by 21/11/29	…as soon as possible

D		Planning Tools
1	**Gantt**	Horizontal bar chart used as a production control tool
2	**PERT**	Program Evaluation Review Technique. A graphic illustration of a project, showing dependencies
3	**Critical Path**	The sequence of stages determining the minimum time needed for a project
4	**Visualisation diagram**	A sketch of a the final product, with annotations about how it will be used
5	**Flow chart**	A diagram showing the sequence of events (or workflow) in a process
6	**Mind map**	A diagram representing ideas relevant to an issue. Ideas are represented in nodes and sub-nodes, with links between them
7	**Task list**	A list of tasks to be completed