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| **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 |

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| **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 |

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| **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 |

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| **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 |

Information Technology: Initiate and Plan 2