**Project Plan - Advice**

A template file has been provided on Google Classroom for this task. Using it is the easiest way to create a Project plan document containing each of the components required to obtain maximum marks in this stage.

However, if you prefer, you may create your own plan document. You are allowed to use any other source, help, template files from the internet and any other software you wish (e.g. MS Project).

It is highly recommended that you use the provided template file – so carefully consider going against this advice.

**Marking Information**

The following info shows a breakdown of where the 10 marks are allocated.

Ensure you have full coverage of each in your submitted plan to obtain the most marks possible.

**Timescales for each stage and overall completion - 2 marks**

You must have tasks and accurate timescales for each stage of the project (i.e. questionnaire, planning report, project plan, design, implementation, testing, evaluation)

The template file will assist you with this.

All of the tasks flow correctly - from the initial analysis stage to the evaluation stage.

Make sure you include the info from completed stages – i.e. questionnaire and project plan as these were the beginning stages of the project (and should be easiest since you have already done these. Detail the tasks you did!)

**Losing marks:** Missing out key stages in the process

**Main tasks - 2 marks**

Each stage should have a detailed breakdown of the subtasks required to complete it (with realistic timeframe for each)

For each stage think of at least 3 sub-tasks per stage (many will comfortably have more than this!)

More is better so long as they are realistic

**Losing marks:** Missing out key tasks for a stage

**Timescales must be realistic - 2 marks**

Ensure that the timescales you provide make sense, are achievable and realistic.

Make sure each stages tasks start and end within the stages timeframe

Overlapping of small tasks is allowed – but only if its sensible (e.g. you can be writing 3 or 4 parts of a report in the same 2 day period)

**Losing marks:** Unrealistic task lengths, badly scheduled / timed tasks

**Milestones and deliverables - 2 marks**

Shows the milestone deliverables at the end of each stage i.e. Questionnaire, Planning Report, Project Plan document, Design documents, Application, Testing documents, Evaluation

Shows the goal that must be reached at the end of each stage

**Losing marks:** Missing milestone deliverables

**Resources - 2 marks**

State the actual software required for each task involved (e.g. Word, NetBeans, Chrome, Visual Paradigm etc.)

Mention using the Customer in the Questionnaire and Demo stages! (remember I am pretending to be your customer)

**Losing marks:** Missing key software. Not stating you used the customer at 2 points