

Criterion C: Project schedule

Date	Action	Details	Comments and follow up	Date completed	Criterion
Jan 2021	Initial Discussion with the ITGS Teacher	Shortlisted ideas were discussed, and the final chosen idea was approved by my teacher.	Make an appointment with Ms. Maeve to consult the problem and tried solutions.	15 th Jan 2021	A
Feb 2021	Initial Discussion with Ms. Maeve	The work profile, aim of the client's department, the problem, previously tried-solutions and their limitations and inefficiencies were discussed.	Research potential solutions to similar situations faced by Ms. Maeve's chemistry department.	7 th Feb 2021	A
Apr 2021	First Interview conducted with Ms. Maeve	Potential solutions were discussed and strengths and weaknesses were outlined; A Microsoft Access Database was finalized by the client.	Explore Microsoft access and other resources (such as tutorials and books used for Access)	27 th Apr 2021	A
May 2021	Second Meeting conducted with Ms. Maeve	Requirements for the final solution are discussed and a specific performance criteria is described; draft designs for the home navigation form and switchboard are discussed.	Contact Ms. Maeve for input requirements for Microsoft Access (e.g., photos, past data, logo etc.)	14 th May 2021	B, D
June 2021	Chosen Solution & Feasibility study	Justified the chosen solution; Ensured the compatibility of Microsoft access with my desktop and my client's computer and ensured that appropriate software required for image editing, previous data,	Learn and familiarize with Microsoft Access tools and functions. Collect previously stored data on the excel spreadsheet from Ms. Maeve,	12 th June 2021	B

		etc is installed on the personal computer. Found tutorials and books to learn Access.	and the school logo and relevant images		
June 2021	Agree on a development schedule for the product	Established a schedule and agenda for the development of the Microsoft Access Database in response Ms. Maeve's requirements.	—	16 th June 2021	C
June 2021	Designing the product (Database)	Comprehensive designs for the Database are developed according to the discussion with Ms. Maeve. The final design is approved by my client (Ms. McKeogh) with her signature.	Brainstorm, the entity-relationship diagram and consider possible measures to test the final product	24 th June 2021	D
June 2021	Start developing the product (Database)	Initiated the development process of the final database, created testing criteria to evaluate the final database. Logo was created using Adobe Photoshop and		29 th June 2021	E
Ongoing	The final Product (database) is developed	Conduct meetings with Ms. Maeve to discuss the development and requirements for the database output as necessary.	Vacation leave Reference all external images used for the background to prevent copyright infringement issues	26 th Sept 2021	E
Oct 2021	The final Database is imported to the client's USB Flash Drive.	The completed Microsoft access database is installed on the USB drive along with the necessary credentials and login info on a Notepad File		7 th Oct 2021	—

Oct 2021	The final solution is tested	Handover the USB Flash drive with the Access file to Ms. Maeve, and test the functionality of relationships, operation buttons, switchboards and queries etc.	Make additional necessary changes on the Database file as requested by Ms. Maeve.	20 th Oct 2021	E
Nov 2021	Conduct a meeting for delivering the solution to Ms. Maeve	Handover the USB Flash drive and necessary training for future development and monitoring the database will be provided to Ms. Maeve.	Send a survey link to Ms. Maeve to gain an insight on the success of the solution.	5 th Nov 2021	F
Dec 2021	Receive feedback from Ms. Maeve	Ms. Maeve completed the survey link about the success of the database and also commented on whether her specific performance requirements and criterions where met.	_____	3 rd Dec 2021	B, C, D, F
Jan 2022	Ideas for improving the final database	Examining the survey response by Ms. Maeve, further ideas were discussed with Ms. Maeve to improve the final database. Four recommendations were suggested by Ms. Maeve to include for future development.		15 th Jan 2022	E, F