## Criterion C: Project schedule

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| 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. | | | | 15th 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. | | | | 7th 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) | | | | 27th 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.) | | | | 14th 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, etc is installed on the personal computer. Found tutorials and books to learn Access. | | | | | | Learn and familiarize with Microsoft Access tools and functions.  Collect previously stored data on the excel spreadsheet from Ms. Maeve, and the school logo and relevant images | | | | 12th June 2021 | B |
| 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. | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | 16th 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 | | | | 24th 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 | | | | | |  | | | | 29th 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 | | | | 26th 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 | | | | | |  | | | | 7th 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. | | | | 20th 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. | | | | 5th 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. | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | 3rd 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. | | | | | |  | | | | 15th Jan 2022 | E, F |
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