

### Criterion B: Record of tasks

Task number	Planned action	Planned outcome	Time estimated	Target completion date	Criterion
1.	Brainstorming of project ideas	Gaining an idea of the kind of task I will pursue	1 hour	22 <sup>nd</sup> November 2016	A
2.	Contact client and request an interview	Gaining an idea of the project with a basic criterion for success	1 hour	23 <sup>rd</sup> November 2016	A
3.	Initiate planning	Create a timeline for tasks	2 hours	24 <sup>th</sup> November 2016	A
4.	Discussing details of the project with the client	Data on specific details to include in the website gathered	1 hour	25 <sup>th</sup> November 2016	B
5.	Create a schedule and development method for the product with the client	Having a list of tasks with a deadline	1 hour	26 <sup>th</sup> November 2016	A
6.	Define the criteria for success with the client	Have a finalised criteria for success	1 hour	27 <sup>th</sup> November 2016	A
7.	Draw up 3 proposals for the design of the Home page that fit the criteria for success	Have 2 designs that the client can choose from	2 hours	7 <sup>th</sup> February 2017	B, C
8.	Submit the proposals to the client	Gain feedback from the client for possible improvements and ideas	1 hour	8 <sup>th</sup> February 2017	B, C
9.	Act upon feedback and submit 2 new iterated proposals	Feedback from the client and a final decision made with the client	1 hour	10 <sup>th</sup> February 2017	B, C
10.	Create header and navigation	A working header and navigation bar	3 hours	14 <sup>th</sup> February	C

	for the website	for the website			
11.	Formulate the homepage	Proposed format for the homepage of the website created	5 hours	17 <sup>th</sup> February	C
12.	Create the company profile page with information that is on nexusbiz.com.au	A page with information on the company's members	2 hour	19 <sup>th</sup> February	C
13.	Create a page of listings	A page of listings in a grid form which is where various listings will be displayed for the businesses for sale/for rent	3 hours	24 <sup>th</sup> February	C
14.	Create a page with the profile of the listing	A page where a description of the listing will be displayed, along with information about the listing and photos	3 hours	26 <sup>th</sup> February	C
15.	Create a page for the Confidentiality agreement/Non-disclosure agreement	Create a page that will display the form and have a link to the form, and have steps on what to do to get more information on a listing	3 hours	5 <sup>th</sup> March	C
16.	Create the Appraisal Page	Create a page that allows users to submit a request to have their business appraised through a form.	4 hours	14 <sup>th</sup> June	C
17.	Create the Contact Us Page	Create a page with the company's contact details	3 hours	15 <sup>th</sup> July	C

18.	Perform tests to ensure the website functions well, that all the links work.	That everything works and functions as intended	30 minutes	14 <sup>th</sup> August	C
19.	Interview the client about the product	The client is happy with the product	1 hour	15 <sup>th</sup> August	C, E
20.	Perform iterations and fix bugs	Bugs all found and the website is improved	2 hours	16 <sup>th</sup> August	C, E
21.	Evaluate the product and recommend further developments	Product is properly evaluated and further developments are recognised	2 hours	17 <sup>th</sup> August	E