## Criterion B: Record of tasks

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| Task number | Planned action | | Planned outcome | Time estimated | Target completion date | Criterion |
|  | Brainstorming of project ideas | | Gaining an idea of the kind of task I will pursue | 1 hour | 22nd November 2016 | A |
|  | Contact client and request an interview | | Gaining an idea of the project with a basic criterion for success | 1 hour | 23rd November 2016 | A |
|  | Initiate planning | | Create a timeline for tasks | 2 hours | 24th November 2016 | A |
|  | Discussing details of the project with the client | | Data on specific details to include in the website gathered | 1 hour | 25th November 2016 | B |
|  | Create a schedule and development method for the product with the client | | Having a list of tasks with a deadline | 1 hour | 26th November 2016 | A |
|  | Define the criteria for success with the client | | Have a finalised criteria for success | 1 hour | 27th November 2016 | A |
|  | 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 | 7th February 2017 | B, C |
|  | Submit the proposals to the client | | Gain feedback from the client for possible improvements and ideas | 1 hour | 8th February 2017 | B, C |
|  | Act upon feedback and submit 2 new iterated proposals | | Feedback from the client and a final decision made with the client | 1 hour | 10th February 2017 | B, C |
|  | Create header and navigation for the website | | A working header and navigation bar for the website | 3 hours | 14th February | C |
|  | Formulate the homepage | | Proposed format for the homepage of the website created | 5 hours | 17th February | C |
|  | Create the company profile page with information that is on nexusbiz.com.au | | A page with information on the company’s members | 2 hour | 19th February | C |
|  | 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 | 24th February | C |
|  | 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 | 26th February | C |
|  | 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 | 5th March | C |
|  | Create the Appraisal Page | | Create a page that allows users to submit a request to have their business appraised through a form. | 4 hours | 14th June | C |
|  | Create the Contact Us Page | | Create a page with the company’s contact details | 3 hours | 15th July | C |
|  | Perform tests to ensure the website functions well, that all the links work. | | That everything works and functions as intended | 30 minutes | 14th August | C |
|  | Interview the client about the product | | The client is happy with the product | 1 hour | 15th August | C, E |
|  | Perform iterations and fix bugs | | Bugs all found and the website is improved | 2 hours | 16th August | C, E |
|  | Evaluate the product and recommend further developments | | Product is properly evaluated and further developments are recognised | 2 hours | 17th August | E |