

Criterion C: Project schedule

Date	Action	Details	Comments and follow up	Date completed	Criterion
April 2020	Talk with ITGS teacher	Discuss the possible ideas with the teacher by giving brief explanations	Possible ideas are approved by ITGS teacher	10 April 2020	A
April 2020	Initial Discussion with Client	Discuss possible problems and ideas	Brief elaboration with client on the initial ideas	20 April 2020	A
May 2020	First Interview with Client	Discuss problems with business, solutions to overcome, and specific products	Finish the written transcript and everything	9 May 2020	A
June 2020	Finalize Criterion A	Finalize the transcript and refer back to client when there are any details missing	Transcript and discussion completed	1 June 2020	A
June 2020	Product Outline	Have a brief outline of the materials I need, a bunch of brainstorming	Next thing to do is to collect everything I need	30 June 2020	B
July 2020	Access to materials needed	Finalize the specifications needed for myself and the client. In particular, system specifications and the performance criteria.	Client has the facilities to be able to access the product in the future and maintain it	August 2020	B
August	Product	Start drafting the	No client feedback	---	D

2020	Design	website layout	yet, only guidance from ITGS teacher		
October 2020	Product Schedule Approval	Share an outline of the schedule to client and teacher and make sure everything is on the right track and reasonable.	Approved	15 October 2020	C
October 2020	Product Design Approval	Show website design plan and ask for feedback from client	Use feedback to make changes to the design as wished by the client and ensure that everything on the design is finalized	30 October 2020	D
November 2020	Starting of Product Development	Use the information gathered from previous information to develop the product alongside frequent feedback from the client		---	E
November 2020	Finished product	Product is finished and ensure no errors or mistakes before uploading the website	Correct errors if there are any	15 November 2020	E
November 2020	Website uploaded	Upload website files to the internet		November 25 2020	
November 2020	Test the product and initial client's response	Ensure the website is working in my device and the client's device. Ask for response from client.	Make changes as per the client wishes	5 December 2020	E, F

December / January 2021	Client feedback	Conduct an interview with the client concerning the final product design, product specifications and performance	Write the transcript and summary of client feedback	4 January 2021	F
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