**PLAN**

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| Name Elizabeth Choy | | Date 14/12/2017 | |
| Assignment Requirements     1. Develop a Hotel Management System for Delonix Regia Hotel with our 4 modules in place. 2. Specify our Software Test Specifications. 3. Prepare our slides. 4. Prepare a video showing a live demonstration of our own module. | | | |
| **Ideas/Issues (Topic knowledge)** | | | |
| What I know:   * The booking form has to be simplified and straightforward so that check-in time for guests can be cut down. * DWAD knowledge can be applied to develop this module. * Guest details should be displayed neatly for easy referencing. | What I don’t know:   * How to set permissions for this module * How to transfer my data to another member’s module | | What I need to find out/work on:   * Permission settings * Sharing of data between modules * Saving data to database efficiently |
| **Action (Identify resources/information)** | | | |
| Get help from:   1. Internet (W3Schools etc.) 2. Friends | | Resources I should use:   1. Internet (W3Schools etc.) 2. GitHub | |
| **Time Management** | | | |
| What I need to do:   1. Develop my module 2. Complete my Software Test Specifications 3. Prepare slides 4. Prepare video showing demonstration of my module | | By when must I complete:  Submit Assignment 3 by 15/12/2017, 9AM. | |
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**PERFORM**

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| Name: Elizabeth Choy | Date: 14/12/2017 |
| **Strategies that I am using to** | |
| **1. monitor progress/keep on task (is the task taking longer than expected?)**    Check with other team members to ensure that everyone is on the same page. | |
| **2. locate resource/get help (where & how)**    Websites like W3Schools, getbootstrap, YouTube, GitHub. | |
| **3. check understanding (understand everything I need to understand)**    Refer to Assignment Specifications package. | |
| **4. motivate myself**    Take breaks. | |
| **Resources/Information I have gathered** | |
| -        HTML is an easy and efficient way to create a booking form to add new guest records. | |