

Criterion B: Record of tasks

Task number	Planned action	Planned outcome	Time estimated	Target completion date	Criterion
1	Introduction to IA	Getting an overview of the internal assessment and the task that has to be completed and the end goal.	2 days	9/12/2020	A
2	Finalising an idea	brainstorming ideas and finalising one for the IA. I thought of possible clients and companies I can create a software for which still don't have a functioning automated system.	2 days	15/01/2021	A
3	Client requirement	Understanding what the client expects from this software and what are the current issues they are facing. Communicating with them to understand what features they would wish to have in their system.	3-4 days	18/01/2021	A
4	Client interviews	interactive sessions with the client to analyse the main issues and come up with solutions to make these tasks easier so they can be carried out more efficiently.	5-6 days	23/01/2021	A
5	Getting approval from the supervisor	Presenting all documentation to the supervisor and getting approval of ideas and client requirements to proceed with necessary tasks.	1 day	24/01/2021	A
6	Documenting success criteria	stating the problem overview and the solution overview. The success criteria has	2 days	4/02/2021	A

		certain goals and procedures that are followed which will be documented.			
7	Documenting Criteria A	The problem overview, the proposed solution and the listed success criteria all stated in the criteria A document	3 days	10/02/2021	A
8	Finalise product and success criteria with client	Discuss the success criteria with the client and asked for approval to move ahead with the planning. Also asked for any additional inputs	1 day	12/02/2021	A
9	Making form designs	Designing the forms that will be included in the user interface to give the client an overview of how the system will operate. Each form will satisfy a success criteria	10 days	25/02/2021	B
10	Defining data types and test plan	stating which data type each field will accept as input into the system. Creating a test plan with data for each success criteria	10 days	4/03/2021	B
11	Finalise criteria B write ups	Completion of pseudocodes, flowcharts, data tables and form descriptions	15 days	26/03/2021	B
12	Meeting with the client	Show the client the form designs and get approval and feedback of the proposed prototype before developing the main product	1 day	1/04/2021	B
13	Start coding	start writing the codes of the interface	100-120 days	1/08/2021	C
14	Meeting with the client	Finishing coding a number of success criteria and discuss with the client the progress made and if any additional	2 days	5/08/2021	C

		changes are needed to be made.			
15	Testing	test to see if the codes that are written are matching the requirement. Check with the test plan in criteria B	4-5 days	12/08/2021	C
16	Presentation video	Explain the functionality of the product through a video presentation	1 day	15/08/2021	D
17	Evaluation	show the client the product to give appropriate feedback and evaluation	2 days	20/08/2021	E
18	Interview with client	taking feedback from the client and asking them if the product is meeting their requirement and if anything else they would like to add to the product	1 day	25/08/2021	E
19	Handing in the product	submit the entire product with the interviews conducted and discussed topics with the client	1 days	1/09/2021	E
20	Criterion E- END	complete criterion E documentation and complete the IA	25 days	1/10/2021	E