Record of Task

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| **Task No.** | **Planned**  **Action** | **Planned Outcome** | **Time**  **to**  **complete** | **Completion**  **Date** | **Criteria** |
| 1 | Finalize a Client | To finalize a client for the Internal Assessment |  |  | A |
| 2 | Spend 2-3 hours with the Client | To identify the problems that the store faces |  |  | A |
| 3 | Interview the client with the system | To identify problems in the existing system |  |  | A |
| 4 | Feasibility Study | To analyse whether or not I could solve the problem |  |  | A |
| 5 | Figure out the solution | To find a proper solution |  |  | A |
| 6 | Discuss the solution with the client | Confirm proposed solution with supervisor and move forward |  |  | A |
| 7 | Establish the criteria | Establish the outcomes that need to be achieved by the program |  |  | A |
| 8 | Write the Section A | Write the problem, rationale for solution, & success criteria |  |  | A |
| 9 | Complete the draft for Criteria A | Finish preliminary version of Section A |  |  | A |
| 10 | Send the Draft to the supervisor and receive feedback. Incorporate the feedback | Receive constructive feedback from the IA supervisor |  |  | A |
| 11 | Create my second draft for Criteria A and send it. | Incorporate the changes and show the IA supervisor |  |  | A |
| 12 | Finalise the draft for Criteria A | Finalize Criteria A and submit to the IA supervisor |  |  | A |
| 13 | Start designing the data tables on notebooks. | Create the data tables to establish that data the will exist in application |  |  | B |
| 14 | Show prototype to client | Take the clients feedback on the prototype |  |  | B |
| 15 | Incorporate feedback into prototype | Take the client’s feedback and make the changes |  |  | B |
| 16 | Design whatever is left of the product | Design other parts such as flowcharts, algorithms etc. |  |  | B |
| 17 | Start Creating the product | Initial Design Setup of Program Complete |  |  | C |
| 18 | Connect Application to Database | Connect Dreamweaver to phpMyAdmin through XAMPP |  |  | C |
| 19 | Do the coding for the application | Complete the first final version of the application |  |  | C |
| 20 | Show completed work to supervisor | Receive Feedback for preliminary version |  |  | C |
| 21 | Start writing Criteria C | Complete a First Draft of Section C |  |  | C |
| 22 | Hand over the product to client | Allow client to familiarize themselves with the product |  |  | D |
| 23 | Record a video for the product | Demonstrate the capabilities of the software. |  |  | D |
| 24 | Interview the client | Get the client’s feedback. |  |  | E |
| 25 | Evaluate the software according to client | Find room for improvement |  |  | E |
| 26 | Submit Final Draft of IA | Touch up the sections and tie up all loose ends and submit to supervisor |  |  | A, B, C, D, E |