Task List

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| Task | activity | resources | contingency | how long |
| produce a site map | Create a site map for the website. | Brief; Word | Allow an extra 5-10 minutes in case of absence. | 10-15 minutes. |
| visualisation | Create a design for the website so there is a rough idea what the website will look like. | Canva | Allow an extra 15-20 minutes in case of absence. | 20-30 minutes. |
| Legal restrictions | Research legal restrictions and produce a report on the importance of checking copyright. | Internet; Word | Allow an extra 5-10 minutes in case of absence. | 10-15 minutes. |
| asset table | Fill out the asset table word document. | Word | Allow an extra 10-15 minutes in case of absence. | 10-15 minutes. |
| Complete other provided files | This includes the Client Requirements PowerPoint, and the Client Requirements Questions word file. | Word; PowerPoint; | Allow an extra 1-15 minutes in case of absence. | 10-20 minutes. |
| create the home page | Create the home page of the website using HTML and create stylesheets. | Visualisation; Site map; Programmer’s Notepad | Allow an extra 30 minutes in case of absence. | 30 minutes. 45 max. |
| test the home page | Test the home page and fill out the test table document. | Word; Home page | Allow an extra 10 minutes in case of absence. | 10-15 minutes. |
| create other pages | Create all of the other pages specified in the brief. Acts, tickets, recycling initiatives, and contact/location. | Visualisation; Site map; Programmer’s Notepad | Allow an extra 25 minutes in case of absence. | 30-45 minutes. |

If a task is highlighted yellow, it is marked as in progress.

If a task is highlighted green, it is marked as complete.