Project Plan Submission

Module Code: VOT3002

Module Name: Project Skills

Project Topic: Type your project topic here

Project Supervisors:

Trade: Type your subject teacher's name here
LC: Type your language teacher's name here
D&IT: Type your D&IT teacher's name here

Team Members:

Name	Student ID	Class	Role (Leader/Member)

Checklist:

☐ Cover Page

☐ Project Plan

☐ 'How might we …' Statement

Date of Submission: Enter the submission date here

Project Plan

Project Topic

- What is the name of your project?

Background

- What is the background of this project?

- Who is the project for (users, customers, people affected)?

- What problem or need do these people have now?

- What information from your trade worksheets helps explain this situation?

- Are there any important facts, data, or context the audience should know first?

Project Purpose

- What do you want to change or improve with this project?

- What will be better after the project is finished?

- How will your users / customers benefit?

- Can you start your sentence with "The purpose of this project is to …"?

Requirements

- What must your product/service include (must-haves)?

- Are there any special rules, safety standards, or school/trade requirements?

- What do users say they want or need from your product/service?

- What things are "nice to have" but not necessary?

Success Criteria

- How will you know your project is successful?

- What can you measure or check (e.g. number of users, time saved, level of satisfaction)?

- What will project supervisors / users look at to decide if the result is good?

- Can you write your success criteria as clear statements *(e.g. "At least 80% of users say…")*?

People Involved

- Who are the main users or customers?

- Who are the team members and what are their roles?

- Are there any other people you must work with or report to (e.g. trade teacher, technician, supplier)?

- Who will give you feedback or approve your ideas?

Potential Problems

- What difficulties might you meet (time, money, skills, equipment, people)?

- What could go wrong for your users when they use your product/service?

- Which parts of the plan are most risky or uncertain?

- Can you think of any back-up ideas or simple solutions?

Team Members

Name	Student ID	Class	Role	Signature

Milestone

No.	Task	Person-in-charge	Completion week
1	List the important tasks, persons-in-charge and completion weeks here ● What are the biggest tasks from now until the end of the project? ● When should each task be finished (which week)? ● Who will be responsible for each task? ● Which tasks must be done first before the others can start?		
2			
3			
4			
5			

Resources Needed

No.	Item
1	List the resources you'll need to complete the project ● What materials, tools, or equipment will you need (e.g. software, machines, room booking)? ● Do you need any special support from teachers, technicians, or outside people? ● Do any items cost money or need to be ordered early? ● For each item, why is it needed?
2	
3	
4	
5	

Project Outputs

● What will you hand in or present at each stage (e.g. PPT, report, prototype, video)?

● For each output, who is the audience (teacher, classmates, trade partners)?

● What format will it be in (file type, length, number of slides/pages)?

● Are there any extra outputs you want to produce (e.g. poster, demo, sample product)?