

### Criterion C: Project schedule

Date	Action	Details	Comments and follow up	Date completed	Criterion
April 2011	Teacher introduced project	The teacher explained the IA project and asked us to consider possible clients	I need to investigate three possible clients for my ITGS project	21 April 2011	A
May 2011	Client determined	After discussions with the teacher we decided on my client, Mr Cole.	Make an appointment with Mr Cole, my chosen client	7 May 2011	A
14 May 2011	Client interview	Discussed the problems Mr Cole faces with the International Award programme	I need to investigate potential solutions for Mr Cole's problems	14 May 2011	A
21 May 2011	Client discussion	We determined that a database was the most appropriate solution	A clear specification of the database needs creating	21 May 2011	B
26 May 2011	Client discussion	I showed Mr Cole my initial specifications		26 May 2011	B
1 June 2011	Determine project schedule	Discussed project time scale with Mr Cole.		1 June 2011	C
5 June 2011	Database design	Database layout, data	Show initial form and reports design to Mr Cole	21 June 2011	D

		types, validation, and forms designed	for approval		
23 June 2011	Database design	Final design presented to Mr Cole, and design signed off.	Start implementation phase	30 June 2011	D
1 July 2011	Database creation	Creating the database using MS Access.	Acquire test data from Mr Cole	15 August 2011	E
20 August 2011	Test database	Test database according to test plan	Correct any errors or problems found. Present database to Mr Cole for any suggested changes.	25 August 2011	D, E
2 Sept 2011	Solution handover	Database installed on school system and demonstrated its use to Mr Cole	Prepare formal questionnaire for Mr Cole after he has used the database for some time.	2 Sept 2011	E
15 Oct 2011	Feedback from Mr Cole	Interview with Mr Cole, gave him a questionnaire about the database.	Write up the feedback in criteria F.	15 Oct 2011	B, D, E, F
20 Oct 2011	Suggestions for improvement	Completed criteria F		25 Oct 2011	E, F