

Criterion C: Project schedule

Date	Action	Details	Comments and follow up	Date completed	Criterion
6 Dec	Teacher introduced project.	He told us what we have to do, and what to be looking for.	Went out to see whom I knew that had an IT problem that I could help with.	15 December	A
14 Jan	Initial proposal submitted.	Researched different possibilities.	Wrote up my proposal.	25 January	A
5 Feb	First interview with Barnabas.	Talked on the telephone.	Write the transcript.	7 February	A
21 Mar	Work started on feasibility and analysis.	Looked at what can be done.	Still need to find what software program to use and a printing company.	14 March	B
2 May	Teacher introduced criteria D (design)	Started with researching what should and shouldn't be on/in the magazine.	Talk to my client again about his plans for the magazine. See if he has any specific layout he wants, colors in mind...	2 May	D
3 May	Arranged the meeting with Barnabas	Told him what I needed from him.	I need text information for inside the magazine, as well as images and a potential design/layout he wishes to see.	3 May	D
5 May	Started project design	Drew a draft of how the magazine could look like	Have to contact my client to find out exactly all the details they want to add into the magazine	6 May	D
7 May	Sent an e-mail to client asking him for some more information so that I can continue/finali	Exchanged some e-mails between each other. He said he wanted to change something	Will have to call him so that I can get a better understanding of what he meant by the change he has in mind	8 May	D

	ze my design.				
22 May	Got an outline plan from Barnabas about how he would like the magazine.	Some of it is rough work and still needs to be elaborated.	Have to ask him about some of the information he put into it. What he means by some things so that I can include it properly.	23 May	D
26 May	Sent my initial design to Barnabas.	Needed to have some feedback from client.	Have to wait for a reply on by design and see what I will have to change.	26 May	D
3 Jul	Meet with Barnabas to discuss changes he wants to make.	I got a clear idea of what he wanted to do. He gave me a layout.	Have to get all the information and pictures that want to be added into the brochure.	3 July	E
5 Aug	Meet with Barnabas for last session's follow-ups.	Got all of the information and pictures needed that will be added to the brochure. I also showed him what I had for the front cover.	He has to tell me what font style they want for the brochure.	5 August	E
22 Aug	Re-drafting	Making changes to criteria A and B so that it is up to date with the new changes my client has made.	Done fast. Not a lot was changed.	28 August	A, B
2 Sep	Start with Criteria D	I have to translate the text given to English and start the layout of the magazine.	Get the translated text back to my client so that he can get professional Horologist to check it.	26 September	D

3 Oct	Creating watermarks for the images	Usage of Adobe Photoshop Elements 6.0	Had to find out how to do it.	26 October	E
11 Oct	Editing the new pictures received	Usage of Adobe Photoshop Elements 6.0	Changing shadows and contrasts and resizing pictures.	26 October	E
14 Nov	Started to write up criteria E	Step-by-step process of how I made the product	I took screen shots during the making of the product	23 November	E
26 Dec	Feedback from Client	I went over a questionnaire for Criteria F with my client	He filled out my questionnaire	26 December	F
6 Jan	Complete Criteria F	Went over my evaluation of the product.	A final evaluation was made	17 January	F