



National Certificate of Educational Achievement  
TAUMATA MĀTAURANGA Ā-MOTU KUA TAEA

## **Exemplar for Internal Achievement Standard Technology Level 2**

This exemplar supports assessment against:

**Achievement Standard 91355**

Select and use planning tools to manage the development of an  
outcome

An annotated exemplar is an extract of student evidence, with a commentary, to explain key aspects of the standard. It assists teachers to make assessment judgements at the grade boundaries.

New Zealand Qualifications Authority

To support internal assessment

	Grade Boundary: Low Excellence
1.	<p>For Excellence, the student needs to select and use planning tools to efficiently manage the development of an outcome.</p> <p>This involves ongoing reflection on goals, resources and planning tools to optimise time and material use to ensure completion of an outcome.</p> <p>This student has planned a process for designing a magazine. This student has also met the criteria for Achieved and Merit (not shown here). This excerpt only shows evidence for the Excellence criteria.</p> <p>The student reflects on resources (1) in an ongoing manner, and optimises time by using alternative tools for stakeholder consultation and group work. They select software resources based on existing knowledge rather than learning new skills (2).</p> <p>This student has begun to reflect on their use of the planning tools and how they have used the features of the tools. There is some basic explanation of the time and resource use. Ongoing goals have been set for each week (2).</p> <p>For a more secure Excellence, the student could have reflected on how initial goals and planning tools affected efficiency.</p>

Student 1: Low Excellence

NZQA Intended for teacher use only

Overall evaluation:

For my planning I'm going to be using a calendar to mark down all my tasks, goals, and milestones. I originally decided on using my diary but decided against it as when I was trying to write the tasks down I kept running out of room and it became quite messy. I found when using the calendar on google it was easier to put everything in the dates and I could multiple tasks on one date, I can also colour code everything to make it easier to read. I am going to also use sticky notes app for a Mac home screen and reminders app, I use these two apps as if something is due I have the note to reminder on the desktop screen and a reminder that would appear also on the desktop screen.

both had the date to tell me when certain tasks will be due.

The use of the review sheets allowed me to effectively manage the resources I needed to complete the project as I could plan for when I could use my own laptop and I needed to use the school's computers which have the adobe software on them. The review sheets were also useful in allowing me to review the goals and change them as I needed to.

1

Overall my planning research has gone well, this is because I could find out about the different types of planning tools and find out what ones would work better for me. Finding different planning tools was helpful as I started to use a diary for writing all my tasks, goals, and milestones down but it was becoming hard to read and if I wanted to include notes with the task then I would have to write off the page as there would be no room for me to write next to my task, I also found colour coding was easier on a calendar on a computer. This is because I could change the colour anytime if it was required but if I needed to change the colour in the diary then it would become messy and hard to read again.

My use of the google calendar, sticky notes, review sheets enabled me to complete my Magazine on time

	Planned for Week 13	22 / 3 / 16 - / 3 / 16
<b>Tasks to do/ goal(s) for the week</b>	<p>select appropriate resources update and finals brief.</p> <p>Research software and other digital resources that you could use to make your prototype</p> <p>decide on your resources I will use and need evaluate</p>	
<b>Resources needed</b> <b>Knowledge</b> <b>Skills</b> <b>Time</b> <b>Hardware/ software</b>	<p>Internet access</p> <p>Software access -<u>Indesign</u> Photoshop, Illustrator <u>etc.</u></p>	
<b>Client consultation</b>	No	
<b>Problems that could arise/ how to resolve them</b>	<p>Having to decide on my resources. I'm going to use and need.</p> <p>Get feedback from the people that know how to use them, and ask what would be better etc..</p>	
<b>Overall evaluation to date (how effective has my planning been so far?)</b>	<p>Overall this week was slower than expected, so next week <u>have to</u> start working more efficiently and use my time well. My planning this week wasn't as efficient because I didn't do as much work, so next week i <u>have to</u> work hard and in the weekend for the holidays.</p>	

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	Planned for Week 14	22 / 3 / 16 - / 3 / 16
<b>Tasks to do/ goal(s) for the week</b>	<p>select appropriate resources update and finals brief (<u>Done</u>)</p> <p>research software and other digital resources that you could use to make your prototype</p> <p>decide on your resources I will use and need evaluate</p>	<p>This week there is a lot to do, so I <u>have to</u> get to work quickly. This week I <u>have to</u> talk to my stakeholder, so hopefully I will get good feedback from them.</p>
<b>Resources needed</b> <b>Knowledge</b> <b>Skills</b> <b>Time</b> <b>Hardware/ software</b>	<p><u>Indesign</u></p> <p>Google Drive</p>	
<b>Client consultation</b>	Yes, because I am asking them what types of font they like, size is easiest to read <u>etc.</u>	
<b>Problems that could arise/ how to resolve them</b>	There's <u>a lot of</u> work to do, this week. So I have get to work.	
<b>Overall evaluation to date (how effective has my planning been so far?)</b>	<p>Overall my planning this week has been <u>alright</u>. I <u>have got</u> some tasks done very well, and have gotten good feedback from my stakeholders.</p>	

	Grade Boundary: High Merit
2.	<p>For Merit, the student needs to select and use planning tools to effectively manage the development of an outcome.</p> <p>This involves:</p> <ul style="list-style-type: none"> <li>• selecting planning tools informed by an analysis of existing planning tools</li> <li>• reviewing progress at critical review points to revise and/or confirm goals, resources, and planning tools to ensure completion of an outcome.</li> </ul> <p>This student has planned a process for designing a magazine. This student has analysed the strengths and weaknesses of features for some existing planning tools (1). Google Calendar has been justified as one of the planning tools (2).</p> <p>The student has used Google Calendar to list key stages, and tasks within those key stages. The student has identified critical review points, and allocated time and resources to each stage (not shown here). This is supported by weekly review sheets that identify goals and resources (4).</p> <p>The student has reviewed progress at critical review points (4) in an ongoing manner. They have started to reflect on their goals (3) (4) and the use of the Gantt chart (5). The management of resources is limited to time (3) (4).</p> <p>To reach Excellence, the student could further reflect on goals and resources to identify and practise efficient ways in which available time and resources could be optimised, for example, through multi-tasking, group work, or combining tasks.</p>

2

I am planning on making a magazine (hard copy) as my project this year. This means that my planning tool must be able to plan daily, weekly and monthly for the tasks that I need to do. This is because they all take a different amount of time so I need to be able to stay on top of the workload by planning in this way. I know when some of my tasks are due so something such as a daily planner probably would not suit what I need to get done in this instance. I need to be able to see when tasks are due in advance so I can make sure they are complete and handed in on time. In this planning tool, I will need space so that I can put the resources that I will need to complete the task. This would help with the efficiency of my planning and I will know what sort of things I would need during the week. This is similar with what stakeholders/clients I need to work with as well. It will help greatly to be able to book appointments if necessary. In addition to all of this, it would need to be easily accessible and should be easy enough to use so that I don't feel like it is a chore having to try and keep it up to date. I also need a planning tool that will help me figure out what it will look like when the project is done and to know when a task is actually completed. This may be difficult to meet since my project is very visual. However, I can set up my planning tool so that I am able to identify where I can find what I would like my project to look like. This is a way to include it in my planning so that everything is all in one spot. I need to be able to see when I have finished a task in some way so I know when I need to move onto a task. Other things such as conceptual designs will help in these stages of planning.

These are the tools that I am looking at using:

Planning Tool	Strengths	Weaknesses
Online Calendar	<ul style="list-style-type: none"> <li>Easily accessible online</li> <li>Connected to the school network so that I am able to access it home and school</li> <li>It can not easily misplaced like a notebook</li> <li>Everything that you could possibly put in there is an option to put in</li> <li>You can colour block sections on the tasks that need to be done</li> <li>Indicates by changing colour when the day is up if a task was entered in that day</li> <li>Easily move events around</li> </ul>	<ul style="list-style-type: none"> <li>If you don't have wifi, you can't write in it</li> <li>It is really easy to delete events without realising it</li> <li>Harder to enter events in daily</li> <li>It is harder to reflect what you did in the week</li> <li>Can easily forget to put events into the calendar</li> </ul>
Plan of Action	<ul style="list-style-type: none"> <li>It is very detailed and lots of information can be put into it</li> <li>You can write it with time constraints</li> <li>All the ideas are in one place</li> <li>You can see what tasks have been completed</li> </ul>	<ul style="list-style-type: none"> <li>There isn't much room for change once you write it out</li> <li>It is daily which isn't good for long term planning.</li> <li>You can't reflect on what happened during your task</li> </ul>

1

All the planning tools that I have decided to compare have their similarities and differences. The biggest similarity is that their majority can be used to plan out daily tasks. This is except for the reflective journal which is used to reflect daily tasks. This would be helpful in terms of my planning because I am doing tasks as I go through a spell. However, I would like to be able to plan weekly. Although this is possible with a plan of action, I don't think that this would be very helpful because it is normally only used for daily tasks. The flow diagram could be used to plan out weekly tasks but it wouldn't be as detailed as a paper diary or online calendar would be. Both of these would be extremely helpful as they also both tend to have a monthly layout. The major difference between these two is that the online calendar is digital. This would be extremely helpful since all my work is digital so instead of having to take around a paper diary, I could have everything digital along with my files. They can both be colour coordinated and it is easy to tell what day you are on.

Therefore, the planning tool that I am going to use for planning out my project in digital technology this year is an online calendar. I am able to colour code tasks and have the view however I would like. This being daily, weekly, or monthly. I am able to easily access the calendar through my google account and it is nice and simple to use.

2. Shown in my Weekly Reviews and my chosen planning tool which is an online calendar through Google.

3. Overall Evaluation:  
This term I have used my planning tool as much as I can. This has been a very interesting process to research into all the planning tools that can be used to plan a project. Without realising it, we tend to choose the planning tool that is at most convenience to us in our day to day life which for many is a paper diary. However, after researching and analysing all the different ways of organising and planning a project I found that an online calendar would suit my needs a lot better. I have used the online calendar to plan out all of my tasks and milestones I was wanting to reach. It also being digital and connected to the school network has benefitted my efficiency a lot and I know that it is always going to be available on my school google account. This has worked out well for me and I am easily able to put in the tasks I would like to do, look at what I am doing in a week and plan ahead. It is in a nice and easy to read format which help keep my planning tool neat and organised. I wanted this so that I had a clear headspace when I was looking at my calendar and not having any stress on what task I was supposed to be doing. It also allowed me to put only my digital technology work in that calendar without me getting it muddled up with other subjects as well. Overall, I felt like choosing an online calendar as my planning tool was the best decision. It allowed me to stay organised and easily view the tasks that I needed to get done. Therefore, I was efficiently completing the tasks that I set out to do that week because I knew from my calendar.

Other things that may be useful are my weekly reviews and milestone evaluations.

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Date	04/03/16	13/03/16	17/04/16	02/06/16
<b>Milestone</b>	All written work has been up to date so that I am not stressed.	Vision board is completed from collecting photos for magazine ideas	I have learnt new skills to use in Indesign.	All my research has been complete and the planning internal is ready for hand in
<b>Completed Yes/No If No, why?</b>	At this point in time, I have completed the written work that needs to be completed. This is everything related to the planning such as the tables with different planning tools.	No, I did not complete this. This is because I had a massive change in my weekly reviews and plans. I found that it would be not be useful to do this until later stages when I am developing the magazine.	I would have to say that I haven't completed this milestone. The reason being that even though I have learnt new skills, I feel that I haven't learnt enough to make my magazine the best it can.	Yes, this has been completed. If this hasn't been completed in terms of the planning I would not pass. I have completed the research that I wanted to complete, however there is still some research I would still like to keep doing.
<b>Changes that have been made</b>	There were no changes needed and it was a matter of time management to get the tasks that I needed to get done in the time frame that I gave myself.	This was one of the biggest changes that I ended up making. This is because I put a week away to do it. I thought that it wasn't necessary to do this at this stage but I was halfway through the week when I thought this was an unproductive use of my time towards researching the aspects to put in my magazine.	I did spend more time than I expected researching how to actually learn the skill. This made it harder because I had to keep going back to the tutorial. At one point, I tried to go back and forth between the macs and windows computers which didn't work out very well.	I did not make any changes and this milestone has been going on throughout since I have started digit tech this year and is the biggest one I have met.

3


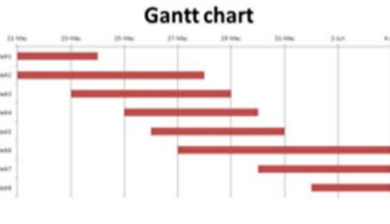

	Planned for week 4	Review of week 4
<b>Tasks to do/ goal(s) for the week</b>	The task is to continue with my prototyping research and start doing some design concepts. I also need to make sure my planning internal is very close to finishing because it is due next week	This week I have been working on my written work again because the planning is due in a week. I was also working on the prototyping research because in order to get my magazine up and working I need to make sure that I enable my stakeholders and target audience to make sure that I can make sure that I have some influence in my magazine.
<b>Resources needed</b> - Knowledge - Skills - Time - Hardware/ software	I just need my laptop and on my drive I will be doing all my planning so that I am caught up	
<b>Client consultation</b>	No client consultation this week	<b>Changes made to plan? Why?</b> I was planning to do the tasks this week so there was no need to change the plans. However, I am slightly behind in my work so it may be a catching up game which may influence what I do in the future and have to plan around.
<b>Problems that could arise/ how to resolve them</b>	Time management mainly; this would be the biggest factor for this internal because of the amount of work that needs to be done this week	
<b>Overall evaluation to date (how effective has my planning been so far?)</b>	Overall, the planning for my magazine is going well. I have found myself going back to the written work at the beginning of the year to complete which has slowed my prototyping research down slightly but I will just need to work on things at home to catch up and get back on track slightly.	

4

	Planned for week 5	Review of week 5
<b>Tasks to do/ goal(s) for the week</b>	This week I am wanting to make sure that my planning internal is complete as it is due for hand in on the Friday and the end of the week. If I have time, I will continue to work on the prototyping internal.	This week I have made sure that I am on task with my planning internal because it is due this week. I think I need to work on my prototyping research so that next week I am for sure able to start prototyping and testing the magazine.
<b>Resources needed</b> - Knowledge - Skills - Time - Hardware/ software	I will need my laptop with me so that I am able to work on my document which is in google drive at home and school I will also need as much time as possible and will have to be very productive.	
<b>Client consultation</b>	n/a	<b>Changes made to plan? Why?</b> I did not make any changes in my plan this week. I did want to get more written work done so that I have done my internal.
<b>Problems that could arise/ how to resolve them</b>	The biggest is that I have not done enough written work as I wanted to in class and I am too busy to complete it during the week because of the extracurricular activities I am involved which makes it hard to do it at home.	
<b>Overall evaluation to date (how effective has my planning been so far?)</b>	So far, I have been quite good with my planning. I am now able to work on my prototyping internal now. This is now that what I need to concentration on.	

	Grade Boundary: Low Merit
3.	<p>For Merit, the student needs to select and use planning tools to effectively manage the development of an outcome.</p> <p>This involves:</p> <ul style="list-style-type: none"> <li>• selecting planning tools informed by an analysis of existing planning tools</li> <li>• reviewing progress at critical review points to revise and/or confirm goals, resources, and planning tools to ensure completion of an outcome.</li> </ul> <p>This student has planned a process for an un-specified task. This student has started to analyse planning tools, including looking at features (1) and the ways some of the tools are used by others (2). Google Calendar has been selected as one of the planning tools (3).</p> <p>The student has used Google Calendar to manage the workflow (4). This is supported by weekly review sheets (5) that identify resources and goals to manage the project to its completion. The milestones (critical review points) have been reviewed at five points (only one shown here) (6).</p> <p>For a more secure Merit, the student could further analyse the planning tools by highlighting how each tool would be useful in planning and managing the project at hand. Any constraints could be considered.</p>



Plan of Action		A list or compilation of actions to be taken to achieve a goal  <b>1</b>
Gantt Chart		Gantt charts use horizontal lines to show the amount of work done in a certain period. The horizontal lines indicate the amount of work done in a certain amount of time compared to the amount of work that was planned to be done
Flow Diagrams		Flow diagrams are started with one idea, which leads to more ideas, and so on

**Existing Planning Tools**

	What Planning Tools Do They Use?	How Do You Use Them?
Students	Hard back diaries  Google Calendar <b>2</b>	<ul style="list-style-type: none"> <li>Storing information</li> <li>Recording dates and events</li> <li>Record important dates</li> <li>Personalise your calendar</li> </ul>
Teachers	Google Sites	<ul style="list-style-type: none"> <li>Using the calendar planning tool available on the site to record important dates</li> <li>Uploading course material and Achievement Standards</li> </ul>
Business Managers	Lotus Notes Calendar	<ul style="list-style-type: none"> <li>Organising meetings</li> <li>Recording times for appointments, or times you are going to work on one thing in particular</li> </ul>

Google Calender	Allows one to have multiple calendars, all tied at one place. E.g. I can have a blue calendar for my project and red calendar for my other school work. This will help me to consider all other work I am doing when allocating timeline for this project. I could also load school calendar to see other scheduled dates that may cause disturbance.
	I can share my calendar with other stakeholders. Its available online, every time which means I could easily make changes from my phone.
	I can set reminders and allows text messages and email. As it si digital, its hard to loose.

Out of the planning tools I have begun to investigate, I think I will be using *Google Calendar* to complete this Achievement Standard. I have chosen this planning tool because it allows me to personalise my calendar with a colour coding system, make as many notes as I want, and mark the checkpoints and progress of my project.

**3**

29	1 Mar	2	3	4	5	6
Surveying Stakeholders	Other Website Examples					
Revise Knowledge on Website Programming	Milestone: Completed Surveying Stakeholders			History Assessment Due		
					<b>4</b>	
7	8	9	10	11	12	13
Revise Knowledge on Website Programming	English Poetry Test	Learn New Code/ How To Use JavaScript				
Other Website Examples	Milestone: Completed Looking at Other Websi			Biology Assessment Due		Open Day - 1.00pm
14	15	16	17	18	19	20
Learn New Code/ How To Use JavaScript			12:45 Careers appointments (Ella Diamond)	CELL CAKE, SPELL 5		
			20:30 The Palace	Home Economics Assessment Due		
21	22	23	24	25	26	27
Learn New Code/ How To Use JavaScript						
Sketches/ Getting Feedback On Ideas						
28	29	30	31	1 Apr	2	3
Learn New Code/ How To Use JavaScript						
Sketches/ Getting Feedback On Ideas	Milestone: Completed Sketches/ Getting Feedb					

	Planned for week 2 T2	Review of week 2 T2
<b>Tasks to do/ goal(s) for the week</b>	This week I will be doing <b>sketches</b> , and <b>comparing different hardware and software</b> .	I have progressed well with researching and comparing different hardware and software for Digital Technology this week.  I have not completed any sketches <u>as of yet</u> , so I will design and draw my sketches this weekend.
<b>Resources needed</b> - Knowledge - Skills - Time - Hardware/ software	To complete these tasks, I will need access to my <b>hardware device</b> (laptop), <b>time</b> , <b>internet</b> , and possibly <b>paper</b> .	
<b>Client consultation</b>		<b>Changes made to plan? Why?</b>  I have not made any changes to my plan.  Although I did not complete any sketches this week, I <u>will</u> complete them over the weekend. So, I did not see any need to alter my plan.
<b>Problems that could arise/ how to resolve them</b>	Potential problems I could face this week include <b>not having any or enough stakeholder responses</b> , and struggling to find and/ or interpret information about different <b>hardware/ software</b> .  I could resolve the potential stakeholder issue by going up to my stakeholders directly and asking them of their opinion and for their feedback. <u>In regards to the hardware/ software issue</u> , I could ask the teacher for help.	
<b>Overall evaluation to date (how effective has my planning been so far?)</b>	My planning has been successful and therefore effective so far. I have given myself enough time to complete tasks, and I have given myself enough space in between these tasks to complete anything I have not finished off yet.	

5

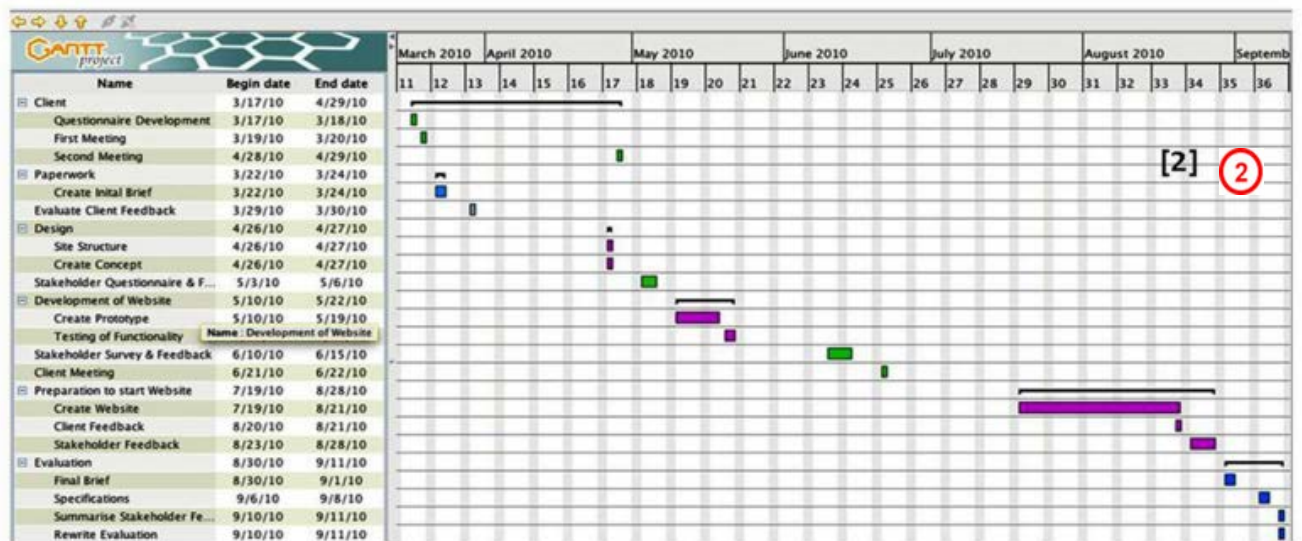
### Milestone Review

Date:	12/05/2016
Goal/ Milestone:	Complete stakeholder feedback for original sketches
Completed? If no, explain why not	I completed this milestone
Timeframe change? Explain how the date/ time has changed for this goal/ milestone	I had to make drastic changes to my plan in order to complete this milestone. Because I did not complete my original sketches until the weekend between week 2 and week 3, I had to extend the duration of sketches/ modelling from being done by 12 <sup>th</sup> May to being done by 15 <sup>th</sup> May.  As a consequence of this, I had to push the task of getting stakeholder feedback and updating sketches forward.
Overall Evaluation: how well did you meet the goal/ milestone requirements, including timeframe, how has this affected your overall planning?	It is my focusing of the written work for the prototype internal assessment that resulted in me not completing/ achieving this milestone.
	After finishing my sketches and getting stakeholder feedback, I saw that my stakeholders were extremely happy with one of the four sketches I offered. They did not think that any changes should be made, so I got rid of the 'update sketches' task, and extended the amount of time spent coding/ creating my prototype/ website.

6

	Grade Boundary: High Achieved
4.	<p>For Achieved, the student needs to select and use planning tools to manage the development of an outcome.</p> <p>This involves:</p> <ul style="list-style-type: none"> <li>• selecting planning tools informed by a review of existing planning tools</li> <li>• using selected planning tools to set achievable goals, establishing resources required and determining critical review points</li> <li>• managing the development and reviewing progress as planned to ensure completion of an outcome.</li> </ul> <p>This student has planned a process for designing a website. The student begins to analyse planning practices and tools, and selects a Gantt chart to schedule the project outline (1). The nature of the project being undertaken, and knowledge of how professional web designers work, were taken into consideration. The student scheduled the project on a Gantt chart (2).</p> <p>A resource list indicates the student planned the use of resources, including constraints on usage (4). Project review goals and the method and time of evaluation were established towards the end of project completion timeline (3).</p> <p>The student used other planning tools such as logs to review initial planning and how they intend to make changes to the Gantt chart (5).</p> <p>The student reflected on the difficulties of using questionnaires and realised that they did not allow enough time for analysis (6).</p> <p>To reach Merit, the student could establish critical review points more clearly on the Gantt chart. This involves documenting any changes to the initial plan and resources. Further review points could also be set at earlier stages of the project. The student could also provide further reasons for using other planning tools such as logs during project development.</p>

Tool	Plus	Minus	Interesting
Gantt Chart	<p>Gives you a big picture overview. Companies use Gantt charts for project management because they enable them to see where there are pressure points in a job where multiple jobs have to be done at once and they can plan for those busy times.</p> <p>Allows you to list all the key stages and tasks; and distribute time required for each stage. You could see where multi-tasking is required.</p> <p>Easy to make changes to the overall plan when one task goes over the time.</p> <p>Some online Gantt charts allows you to add required resources</p>	<p>Not used to it - will have to remind myself to update it. Will also need to use a day-to-day planning tool like to do I lists in my diary to ensure I am taking note of details as well as the overall plan.</p>	<p>Blue river web design doesn't use these. Instead they use an online database of jobs. They don't seem to need the big picture overview and just focus on delegating jobs.</p> <p>Our teacher has given us project stages. I could use Gantt chart to list all my stages and review points, and allocate time to each stage so that the project is completed by due date.</p> <p>Gantt chart will allow me to see the whole picture if I make future changes regarding time at any project stage.</p>
Flow chart	<p>Benefits</p> <p>Multiple progresses and their sequence could be documented into a single document. You could easily understand the workflow and find out which step is unnecessary and which progress should be improved.</p> <p>Is a visual step by step.</p> <p>Easy to eliminate unnecessary steps to save time and resources.</p> <p>A rectangle with rounded edges defines the beginning or end of the process, a diamond shape shows the point at which a decision is required, and a square block shows an action taken during the process. A flowchart may also include symbols that show the type of media in which data is stored, such as a rectangle with a curved bottom to show a paper document or a cylinder to symbolize a computer hard drive.</p> <p>You could break a problem up into different parts. Digital flow charts are a good paperless documentation, which is needed for various purposes, making things more efficient.</p>	<p>Sometimes it could become complex and clumsy. This will become a pain for the user, resulting in a waste of time and money trying to correct the problem</p> <p>Alterations and may require re-drawing completely. This will usually waste valuable time.</p> <p>Flowchart symbols cannot be typed; reproduction of flowchart becomes a problem.</p>	<p>I have lots of project stages. This could make my flow chart complicated.</p> <p style="text-align: right;">①</p>
Quality management plan	<p>Means you can know what has to be done to prove you have met each specification. It will help with making sure the client knows what I am going to deliver too.</p>	<p>You have to add dates to use it as a project management tool and it's hard to estimate when you don't have much experience with web design</p>	<p>The designer at Blue River use a less formal way of evaluating whether their outcome is fit for purpose but that's because they are highly experienced. As I am new to all this I need a more formal system to make sure I don't miss anything.</p>



### Goals for reviewing

	Specifications	Method of Evaluation	To be done by
Client Specs	Must be easy to use for high school age students	Questionnaire, observe client using site	1 week prior to dead line to enable me to make changes
Tech Specs	Must work in Firefox, IE and Chrome	Test in the three browsers Book IT guy to help me make sure all three browsers are installed before I 3 weeks before deadline to start testing.	2 weeks before deadline to ensure I can make changes. 3 weeks before deadline to make sure I can do the tests

	Grade Boundary: Low Achieved
5.	<p>For Achieved, the student needs to select and use planning tools to manage the development of an outcome</p> <p>This involves:</p> <ul style="list-style-type: none"> <li>• selecting planning tools informed by a review of existing planning tools</li> <li>• using selected planning tools to set achievable goals, establishing resources required and determining critical review points</li> <li>• managing the development and reviewing progress as planned to ensure completion of an outcome.</li> </ul> <p>This student has planned a process for managing the creation of a special meal. The student showed some evidence of reviewing existing practices and planning tools (1). Basic goals were set in the milestone table (2) with an indication of how these goals would be achieved. The expected timeframe for project stages (grey) and critical review points (orange) were recorded in the Gantt chart (4). Some available resources have been considered (3).</p> <p>The student has reviewed progress and made changes to the Gantt chart (blue). The reflective commentary shows that the student revised their intended practice (5).</p> <p>For a more secure Achieved, the student could further review existing planning tools and document how they will be useful in planning and managing the project to completion. The student could also further identify, allocate, and manage resources for each key stage of the project. Key planning decisions at review points could be documented.</p>

Student 5: Low Achieved
NZQA Intended for teacher use only

## PMI of planning tools

Tool	Plus	Minus	Interesting
Gantt charts	<p>It is helpful because you can set the and view the whole picture of your timeframe for doing a project.</p> <p>I could list key stages, and all tasks within a key stage. Easy to make changes and note progress</p> <p>I read on line that people say it is helpful to work</p>	<p>A guest speaker told us she finds it tricky to know right at the beginning how long jobs will take</p> <p>Not enough space to write</p> <p>Can be a bit tedious to keep updated</p>	<p>I like the idea of seeing things in picture format</p> <p style="text-align: right;">①</p>
Learning Log	<p>Makes me reflect on what I have done and think about whether things are going ok or not.</p>	<p>Remembering to log regularly</p>	<p>Assesses my achievement</p>

## Setting Goals, Managing Resources, and Determining Review Points

Milestone stage	What needs to be done	Method of Evaluation	To be done by.
Establish a need	Create a questionnaire & get it completed	bar diagram	end of week two
Establish possible concepts	concept ideas sketches	concept screening chart	Before I start my development process
Trail concepts	Get stakeholder feedback	sensory star diagram	End of week 7

Ingredients	I have to use ingredient s my stakeholder likes	<p>Get food order in on time so ready for practical's</p> <p>Will also need to bring some ingredients from home</p> <p>Will also need to bring some ingredients From home</p>
Time	I have 9 weeks to complete this project.	<p>I will have to manage my time so I do not fall behind</p> <p style="text-align: right;">③</p>
other	Use cooking equipment available in food room	<p>Make a list of all ingredient and equipment needed for the practical trials.</p> <p>Ensure working space has all the equipment I need before cooking.</p>

Tasks	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9
Explore context	Dark Blue								
Identify stakeholder	Dark Blue								
Research existing products	Dark Blue	Dark Blue							
Identify N/O	CRP								
Identify environmental considerations	Dark Blue								
Survey	Dark Blue								
Develop concepts		Dark Blue	Dark Blue	Dark Blue					
s/holder consult				CRP					
Design development				Dark Blue	Dark Blue	Dark Blue	Dark Blue		
Final design							Dark Blue	Dark Blue	
s/holder consult								CRP	
Implement solution									Dark Blue
Final evaluation									CRP

### Review and Revision

...I ended up spending ages finding all sorts of different recipes that could be adapted to suit Mary's (stakeholder) needs. I thought I had some good ideas for things that could be healthy and tasty. **5** However, I discovered that, despite consulting with Mary earlier over her likes and dislikes, there were a whole lot more ingredients in my chosen recipes that Mary was not keen on. It turned out she was far pickier than I had thought. This meant I had to interview Mary again and rethink what recipes I was choosing. This put me back quite a bit so I needed to do a lot more stuff at home...

Recipe Reference	Mary's feed back
<a href="http://www.sharingplate.com/whole-wheat-penne-with-tomatoes">http://www.sharingplate.com/whole-wheat-penne-with-tomatoes</a>	Spinach and feta are not my favourite foods and I think there looks like there is way too much garlic.
<a href="http://www.healthyfood.co.nz/recipes/2005/july/smoked-chicken-brie-and-rocket-cy-couscous-with">http://www.healthyfood.co.nz/recipes/2005/july/smoked-chicken-brie-and-rocket-cy-couscous-with</a>	Looks Ok - could you use a different cheese?
<a href="http://cooknkate.wordpress.com/2009/01/08/spicy-couscous-with">http://cooknkate.wordpress.com/2009/01/08/spicy-couscous-with</a>	I love couscous and the flavours sound yum but I'm not keen on chick peas- I'd prefer some meat.

...I started to get muddled about what recipe ideas I had shown her so I decided I needed to make up a check sheet where I listed the recipes when I found them and then filled in Mary's comments after I had talked to her about them...

This check list idea worked so much better - it made me feel more organised and it helped to focus on what might work as a lunch idea for Mary.

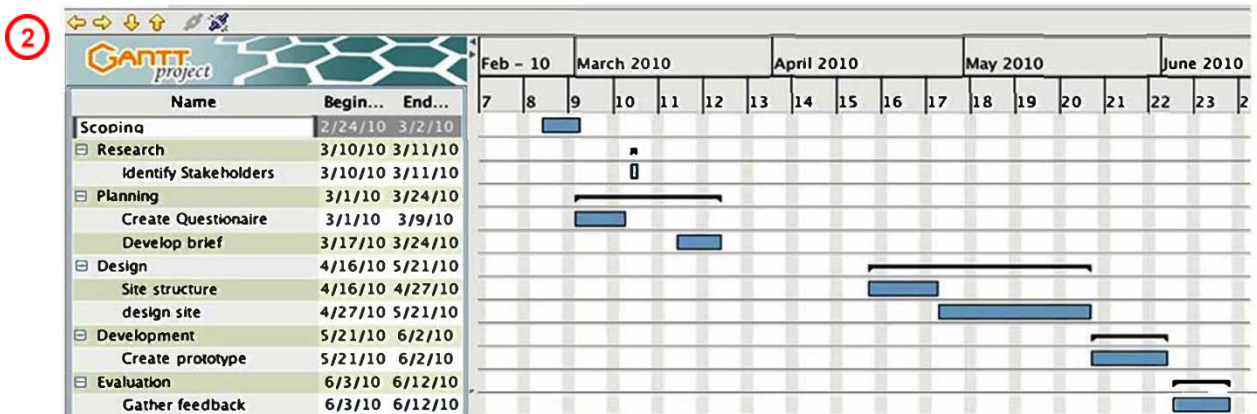


	Grade Boundary: High Not Achieved
6.	<p>For Achieved, the student needs to select and use planning tools to manage the development of an outcome.</p> <p>This involves:</p> <ul style="list-style-type: none"> <li>• selecting planning tools informed by a review of existing planning tools</li> <li>• using selected planning tools to set achievable goals, establishing resources required and determining critical review points</li> <li>• managing the development and reviewing progress as planned to ensure completion of an outcome.</li> </ul> <p>This student has planned a process for designing a website. The student outlined the pluses and minuses of using existing planning tools to manage the development of their website. These planning tools included their own college diary and a year planner (1).</p> <p>There is some evidence of achievable goals being set in the Gantt Chart (2); resources (4) and critical review points (3) are identified in the table.</p> <p>The student reflected on their planning practice during the project (5) (6). This was mainly a narrative description of what happened.</p> <p>To reach Achieved, the student could show more evidence of reviewing past and current practices used by technologists to select planning tools. The student could also allocate resources to each key stage and review these during project development.</p> <p>Review points could be more clearly established and further review points during the development of the outcome should be set. The student should produce further evidence of reviewing the project's progress at these points and making adjustments, as required. For example, a Gantt chart that shows exact time taken could provide such evidence.</p>

**Student 6: High Not Achieved**

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①	Tool	Plus	Minus	Interesting
	College diary	I use it anyway and it will allow me to plan ahead for my project as well as all my other school stuff	It's not specifically for my project so I might get other stuff mixed up with my project planning	
	Year planner	I can see the whole year at once	I don't have room to write all the jobs on the year planner	



③

Goals/critical review points			
	Specifications	Method of Evaluation	To be done by
Design Specs	Must be appealing to target audience	Check off with client at the end of the project	Just before I write up my evaluation
Tech Specs	Must work in all browsers	Test in different browsers to make sure site works	2 weeks before deadline

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Software	Dreamweaver and firefox	
Time	10 weeks	
Equipment	my laptop, school cameras, school computers	
Knowledge	Internet tutorials	

**Problems and strategies log** 5

... 2 April: Was wondering where to host my site for my client. Turns out she has already got a hosting space that I can use so that's fine – I will use that...

**Completion of outcome** 6

My design is met, my specifications are what my client wants. This is shown in my feedback from her on page 54 of my visual diary where she says she likes the design. It does not use any copyright images and the target audience like it too (page 60 visual diary). ..

My client gave me a pretty broad idea of what she liked and didn't want to meet much so I just wrote to-do lists and worked through them to get the site done...