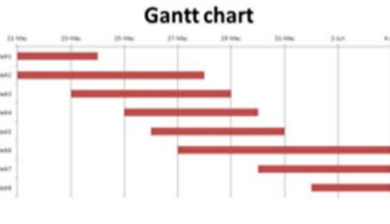| Plan of Action | Plan of Action Template | A list or compilation of actions to be taken to achieve a goal ① |
| Gantt Chart | Gantt chart | Gantt charts use horizontal lines to show the amount of work done in a certain period. The horizontal lines indicate the amount of work done in a certain amount 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	• Storing information • Recording dates and events
	Google Calendar ②	• Record important dates • Personalise your calendar
Teachers	Google Sites	• Using the calendar planning tool available on the site to record important dates • Uploading course material and Achievement Standards
Business Managers	Lotus Notes Calendar	• Organising meetings • Recording times for appointments, or times you are going to work on one thing in particular

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

	Planned for week 2 T2	Review of week 2 T2
Tasks to do/ goal(s) for the week	This week I will be doing **sketches**, and **comparing** different hardware and software.	I have progressed well with researching and comparing different hardware and software for Digital Technology this week. I have not completed any sketches as of yet, so I will design and draw my sketches this weekend.
Resources needed - **Knowledge** - **Skills** - **Time** - **Hardware/ software**	To complete these tasks, I will need access to my **hardware device** (laptop), **time**, **internet**, and possibly **paper**.	
Client consultation		**Changes made to plan? Why?** I have not made any changes to my plan. Although I did not complete any sketches this week, I will complete them over the weekend. So, I did not see any need to alter my plan.
Problems that could arise/ how to resolve them	Potential problems I could face this week include **not having any or enough stakeholder responses**, and struggling to find and/ or interpret information about different **hardware/ software**. I could resolve the potential stakeholder issue by going up to my stakeholders directly and asking them of their opinion and for their feedback. In regards to the hardware/ software issue, I could ask the teacher for help.	
Overall evaluation to date (how effective has my planning been so far?)	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 12th May to being done by 15th 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