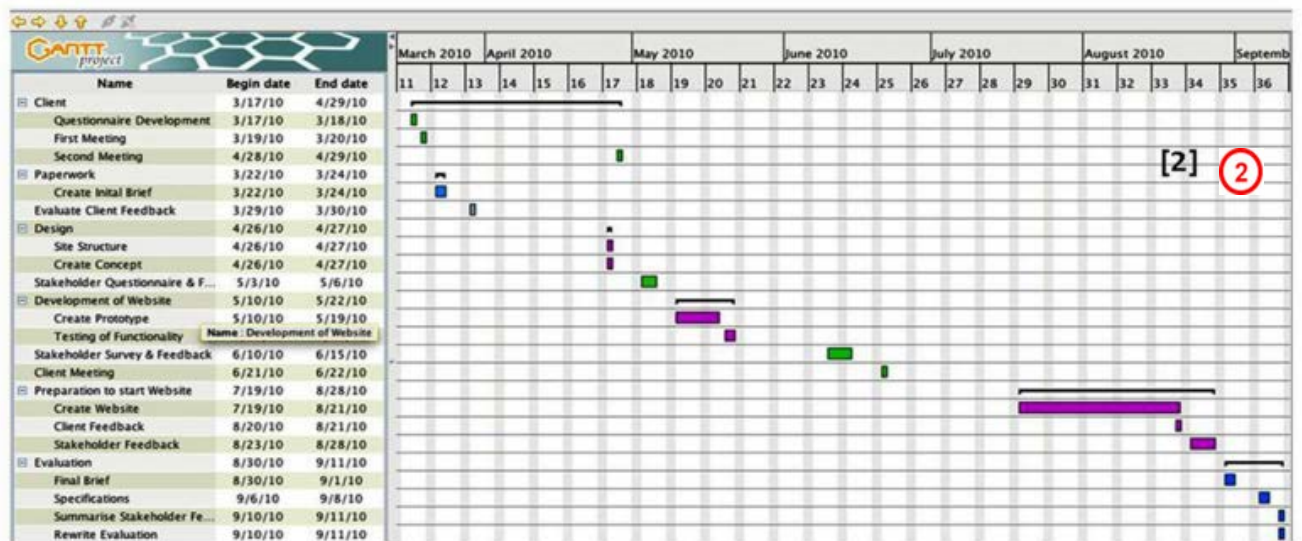


Tool	Plus	Minus	Interesting
Gantt Chart	<p>Gives you a big picture overview. Companies use Gantt charts for project management because they enable them to see where there are pressure points in a job where multiple jobs have to be done at once and they can plan for those busy times.</p> <p>Allows you 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