

Design and Media Team – 2009

Suggested Milestones

Week 1 – Sign up to a team of five and arrange weekly meetings with your Team Tutors.

Week 2 – Have a selection of project ideas to discuss at your first Team Tutor meeting. Your tutor will help you narrow down the possibilities. You should also arrange regular meetings with your team members to review your progress and plan your work.

Week 3 – Define a specific multimedia product. Clarify what it aims to achieve, and who it is aimed at. Start drawing up a requirements specification.

Week 4 – Determine what research needs doing, how is it to be done, and by whom. Decide how you are going to manage your project. Draw up a plan of attack. Produce a Gantt chart detailing what needs to be done, by whom, and when.

Week 5 – Consider how well you are working as a team. Are you getting the most out of your team members? You should have started the design process by now.

Week 6 – How well is the design stage coming along? You should have a good idea of what multimedia tools you will use, and what content you need for your product. Start collecting and editing that content.

Week 7 – You should have enough content by now to have started implementing your design.

Week 8 – Are you still on schedule? If not, consider what you need to do to get back on track. Think about the evaluation of your product.

Week 9 – Have you got an acceptable working product yet? If not, do you still have time to finish your original plan, or should you consider a redesign? You should have started work on the written report and class presentation by now.

Week 10 – Everything should be just about finished by now. Check the Assessment Specification to see that you haven't forgotten anything.

Week 11 – Apply the finishing touches to your product, presentation and report. Carry out presentation rehearsals, report printing, and tidying up of work for electronic submission.

NB: Your final deadlines are on the Tuesday and Thursday of Week 11.