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| **Plan of Action – Term 1** | | | | | | |
| **TIME**  **(What time frame am I going to give myself)** | **KEY MILESTONE**  **(Important key stages to complete your Technological Practice)** | **STAGES**  **(What do I need to do within the key milestone?)** | **RESOURCES**  **(What equipment, skills & knowledge do I need for key stages & milestone)** | **EVALUATION**  **(Was I on track? How did this key stage impact on your practice? How is your practice developing?)** | **PROBLEMS & SOLUTIONS**  **(What were the problems & how did you overcome these)** | **WHERE TO NEXT**  **(What do you need to do to be ready for your next lesson)** |
| Week 6-7 | Milestone 1 ( Identify Needs and Opportunities) | * Brainstorm idea, etc * Research * Consultation | * Computer * Client * Stakeholders * Skills | I had done my milestone 1 but was informed I had to put introductions to each question. So I altered my work and put the new copy on my wiki. | It was hard to think of possible clients and what could be put on the website. I chose my mum and then looking at existing sites. | * Go on to milestone 2. * Ask the teacher if my work is up to standard. |
| Week 7-8  23rd of March | Milestone 2 (Time Management tools) | * Produce a Gantt chart * Plan of action * Log of progress * Milestone steps x5 | * Chart template * Plan of action template * Computer | I have learnt new skills on word 2007.  I was more rushed towards the end of the week, but milestone 2 was not too big so I was able to catch up. | Word was hard to use but I am becoming more familiar with it. | * Milestone 3 * Ask the teacher if my work is sufficient enough. |
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