|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks** | **Start date** | **Finish date** | **Comment** |
| Project plan  Creating a video based on the organisation WWE and promoting the company in order to attract viewers (so they can watch the televised show) and customers (in order to get them to but tickets to shows and to buy merchandise). | | | |
| Research  Planning out the project | 4-10-2013  18-10-2013 | 18-10-2013  25-10-2013 | Completed, deadline met  Completed, deadline met |
| Producing project specification | 25-10-2013 | 8-11-2013 | Completed, deadline has been met |
| Producing a project plan | 15-11-2013 | 22-11-2013 | Completed |
| Designing a storyboard  Implementation | 06-12-2013  13-12-2014 | 13-12-2013  10-01-2014 | Design has been started and completed, implementation in progress. |
| Reviewing and creating a questionnaire  Produce a presentation | 10-01-2014  24-01-2014 | 24-01-2014  07-02-2014 | Not yet started |
| Review – Writing a report | 14-02-2014 | 21-03-2014 | Not yet started |

I will be using this table as a guideline throughout my project and will be following the dates set in order to complete the tasks ready to be met for deadlines. I will also be making comments for each of the tasks whether they have been completed, or are in progress. When all tasks are completed and when all deadlines have been met, the table will all be filled in with comments showing how I’ve been progressing in my project.