# Worksheet 2 – Placing information effectively

Using the information in your mind map, add in some possible activities, durations, dependencies and contingencies to complete this project work plan.

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|  | **Date** | **Hours** | | | | | | | | | | | | | **Contingency time** |
| **Task: Planning** |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** |  |
| Decide what Jim Robbins wants for the dachshund website |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Decide who the target audience is for the dachshund website |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Decide on any legal issues relating to the dachshund website and what to do about them |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **FINISH PLANNING** | | | | | | | | | | | | | | | |

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| **Task: Production** |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** |  |
| **Set up folders on chosen software (Muse)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Find cute dachshund images, gifs and videos |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Initial dachshund images may not be the correct resolution/dog gif may not work properly so I may need to do a second search |
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| Add in navigation for each of the seven pages – make sure they link to dachshund homepage and blog |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Test dachshund website |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Test each of the seven pages as I go along |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Depending on test plan results I may need to make changes to navigation or dog images on one of the seven pages |
| **FINISH PRODUCTION** | | | | | | | | | | | | | | | |

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| **Task: Review** |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** |  |
| Go through each page of the website and check it against Jim Robbins brief |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Ways to develop dachshund website |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **FINISH PRODUCTION** | | | | | | | | | | | | | | | |
| **FINISH WHOLE PROJECT** | | | | | | | | | | | | | | | |