

OUTCOME 1 TASK 2

UNIT: H6S7 45

LECTURER: MARK GILLAN



TASK 2

Part A

- A specification of the task based on the project brief, which will include an interpretation of what the project involves and will identify tasks and resources required to complete the project.
- It should also describe the assigned roles and responsibilities for each team member.
- The evidence for this task can be a typed report, submitted digitally or by printing, of at least 250 words.
- The evidence could also take the form of a scripted oral presentation illustrated with a presentation document created in a package such as PowerPoint or Prezi.
- In the case of a presentation the script word count can be less than 250 words and could instead take the form of bullet points.
- If you give an oral presentation, you must give the same amount of detail as in a written report, by expanding on the bullet points.

Part B

- An action plan with key tasks and milestones assigned against a timeline.
- The action plan must include details of the resources required to complete each task, as well as the names of the team member(s) whose responsibility it will be to carry out that task.
- The action plan could be created by use of a Gantt chart or by using Project planning software such as Microsoft Project.