Unit 2 Checklist – 'Animal Shelter'

What you have to do	Have you done this?	Tick ☑
Folders	Created a suitable folder structure?	☑
Activity 1		
Investigation	Completed all sections in detail? Got feedback from teacher?	☐
Survey	Created a survey? Issued? Analysed results? Updated review?	☐
Logo	Created a logo, 2 colours only? Updated sources table? File type suitable? Just need a final logo!! Delete old versions.	☐
Feedback **(TEST)**	Get feedback from test buddy **MAKE SOME CHANGES!**	☐
Web banner	Created a web banner in a standard size? Included name and logo? Animation? Suitable format? Updated sources table?	☐
Feedback **(TEST)**	Get feedback from test buddy **MAKE SOME CHANGES!**	☐
Activity 1 review	Completed all sections of activity 1? In good detail?	☐
Activity 2		
'Animal Shelter' event model	Created suitable spreadsheet? Used different work sheets? Used complex features? What if scenarios? Two options?	☐
Feedback **(TEST)**	Get feedback from test buddy **MAKE SOME CHANGES!**	☐
Written report	Created a written report (**NOT PPT**)? Included Shelter name + logo? Info from model? Charts? Clearly justified costs / income? Explained how you have how you have tried to achieve the overall aim?	☐
Feedback **(TEST)**	Get feedback from test buddy **MAKE SOME CHANGES!**	☐
Digital Poster	Shelter name & Logo? Persuasive text? Images? Run auto?	☐
Feedback **(TEST)**	Get feedback from test buddy **MAKE SOME CHANGES!**	☐
Activity 2 review	Completed all sections of activity 2? In good detail?	☐
Activity 3		
Video storyboard	Create storyboard for video? Script?	☐
Create Video	Shelter name + Logo? 45-60secs? Voice over? Persuasive?	☐
Feedback **(TEST)**	Get feedback from test buddy **MAKE SOME CHANGES!**	☐
Website – structure	Create structure diagram for website? Include titles and how each section links together?	☐
Website - storyboard	Detailed and clear? Fonts, colour, sizes? Background/layout? What assets are required? Links to other sections? Annotated?	☐
Feedback **(TEST)**	Get feedback from test buddy **MAKE SOME CHANGES!**	☐
Website - Build	Create Animal shelter website? Content gathered? Suitable file types? Created folder for all assets? Sources table updated?	☐
Feedback **(TEST)**	Get feedback from test buddy **MAKE SOME CHANGES!**	☐
Activity 3 review	Completed all sections of activity 3? Good detail?	☐
Activity 4		
Evaluation	Have you completed all reviews? Is evaluation detailed? Have you used connectives to help explain your work? This section alone is worth over 1/8th of your final mark. Please be as detailed as you can aim for at least 2,500 words	☐
Development		
Sources table	Have you created a suitable sources table to record all of the information found? Does it explain copyright? Have you included advanced searching?	☐
Copyright PowerPoint	Have you created a 3-5 slide PowerPoint that explains what copyright is? How it could affect you? What items you have produced that would be liable to copyright? How you have / or would have complied with copyright?	☐
Advanced search PowerPoint	Have you created a 3-5 slide PowerPoint that shows a basic search, keyword search and advanced search with examples and annotation?	☐