

## Part 1: Planning and managing the problem

<b>1a Milestones</b> identify milestones with success criteria for evaluating progress and outcomes. Establish practical ways forward, include manageable steps, time and resource management. <b>(maximum 9 marks)</b>	
7–9	<b>explains</b> the measurable milestones to be used in evaluation and uses these to clearly establish the manageable steps to achieve them, including time and resource management. Uses a form and style of writing entirely appropriate to purpose and content. Organises information clearly and coherently
4–6	<b>describes</b> the milestones, which are mostly measurable, to be used in evaluation and uses these to indicate most manageable steps to achieve them, including time and resource management. Uses a form and style of writing mostly appropriate to purpose and content. Mostly organises information
1–3	<b>states</b> some milestones, which could be partly used in evaluation and uses the milestones to indicate some steps to achieve them, including partial time or resource(s) needed. Uses a form and style of writing which is only partially appropriate to purpose or content. There is little evidence of organisation of information
0	<b>Inappropriate/no</b> milestones presented and there are no steps listed

<b>1b Risk</b> anticipate and manage risks <b>(maximum 6 marks)</b>	
5–6	shows clear anticipation by <b>explaining</b> the risks and manages them if they occur
3–4	shows anticipation by <b>describing</b> most risks and manages them if they occur
1–2	shows some anticipation by <b>stating</b> some risks and manages them if they occur
0	there is <b>no</b> anticipation or management of risk in evidence

### Unit 3: Risk

There are 3 risks which I have to watch out for.

#### 1. Risk of my work getting corrupted

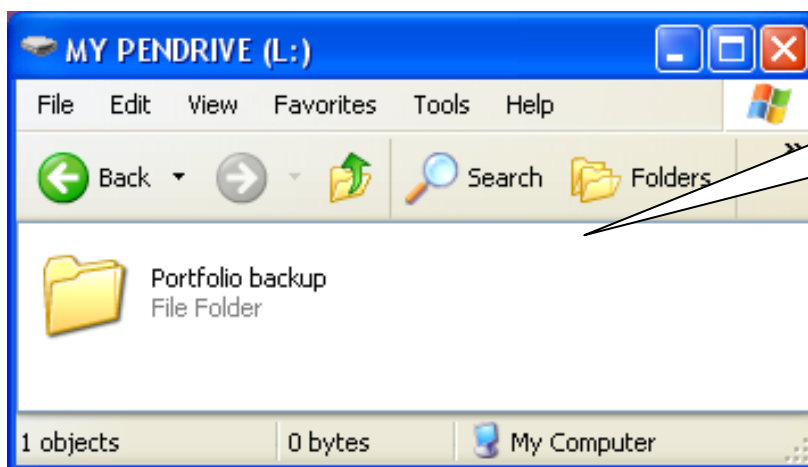
**Problem:** to avoid not being able to open my work which would be a nuisance if it was something I had been working on for a long time

**How will I stop it?** Keep backups on something else

**Any problems?** Not so far

**How did I manage it?** Copied my files onto my memory stick every day

**What did I do?** Remember to do it before I go home at night



This shows my pen drive used for backup

#### 2. Risk of my computer getting viruses

**Problem:** to avoid viruses getting in my work as there are all sorts of ways in which you can pick up viruses these days

**How will I stop it?** Check my files every day

**Any problems?** I hope not

**How did I manage it?** Run a virus check at school every day

**What did I do?** The anti-virus program will do it

#### 3. Risk of me loosing my work

**Problem:** to being able to find work when I need it so it never gets lost and you don't have to spend time looking for it and panic

**How will I stop it?** Use filenames which are easy to remember

**Any problems?** Some filenames are very long

**How did I manage it?** I shortened them

**What did I do?** Keep files in a folder for this unit. I made sure my filenames show what the file contains. I used version numbers as I add to files so the last one is obvious.

A judgement made about the quality of this work indicates that it is in the 3-4 mark range. Approximately 3 marks

**1c Progress**

manage progress and outcomes

**(maximum 6 marks)**

5–6	<b>clearly</b> uses an <b>effective</b> ‘checklist’ or similar to manage the progress and confirm outcomes. Organises information clearly and coherently
3–4	uses a <b>reasonable</b> ‘checklist’ or similar to manage most of the progress and outcomes. Mostly organises information
1–2	<b>uses</b> a simple ‘checklist’ or similar to manage some of the progress and outcomes. There is little evidence of organisation of information
0	there is <b>no</b> progress management or outcome checking

## Unit 3: Progress

I found this electronic diary in the autoshapes and decided to use it rather than the diary I got for Christmas. I will write these things in this diary to make sure I didn't miss anything out. This shows me filling in my diary to keep a check if my work is up-to-date.

**My Diary**

**My Diary**

**17 February**

**1 Produce a data capture form to collect the data**

1) Decide what order the data will go on the data capture form and what type of data I need?

**Time:** 15 minutes

**Resources needed:** time to think about it

**Done or not by the date?** Yes, I did it in the time I allowed and finished it by 15 February ✓

---

**18 February**

2) Use a desk top publisher to make the data capture form and include some boxes for people to writer their answers in

**Time:** 30 minutes

**Resources needed:** computer and desk top publisher

**Done or not by the date?** Yes, but it took me longer than 30 minutes and I started before the 18 February ✓

---

**18 February**

3) Show the data capture form to my teacher to see if it's OK

**Time:** 10 minutes

**Resources needed:** time to go and see my teacher

**Done or not by the date?** Yes and there wasn't much to do ✓

---

**21 February**

4) Print out enough copies of the data capture form

**Time:** 10 minutes

**Resources needed:** school laser printer and computer

**Done or not by the date?** Yes, the printer was busy so it took 20 minutes ✓

## 24 February

### 2 Enter the data into the computer

1) I will make a database

**Time:** 10 minutes

**Resources needed:** computer and database program

**Done or not by the date?** Yes, but I did it a day late, and it took me a lot longer than 10 minutes. I don't know why I thought it would only be 10 minutes. I was late for my judo class ✓

## 24 February

2) I will make a database input form to enter the data I have collected

**Time:** 10 minutes

**Resources needed:** database program

**Done or not by the date?** Yes, but it took me a lot longer than 10 minutes. I had to fiddle round with the boxes ✓

## 28 February

### 3 Get the printouts my teacher letter to send to parents

1) Print out the letters

**Time:** 10 minutes

**Resources needed:** printer and computer

**Done or not by the date?** I checked out the letter first to see if it was spelled OK. I used last years to help me ✓

## 28 February

2) I will get a list of everyone who hasn't paid in full

**Time:** 10 minutes

**Resources needed:** database program and printer

**Done or not by the date?** Once I'd worked out how to get them this was easy but it took over 10 minutes ✓

## 28 February

3) I will get a list of everyone with medical conditions

**Time:** 10 minutes

**Resources needed:** database program and printer

**Done or not by the date?** It was nearly the same as the last one but I made a report of it in my database ✓

### 28 February

4) I will get a list of everyone with special dietary needs

**Time:** 10 minutes

**Resources needed:** database program and printer

**Done or not by the date?** It was nearly the same as the last one but I made a report of it in my database ✓

### 4 March

#### 4 Do the report for the headteacher

1) I will think about what the report needs to include

**Time:** 10 minutes

**Resources needed:** look at the finished work in my portfolio ✓

**Done or not by the date?** It was going to use all the things I finished for my portfolio but in order

### 7 March

2) I will add the things I have thought about to the headteacher's report

**Time:** 20 minutes

**Resources needed:** presentation program and all the finished work in my folders ?

**Done or not by the date?** 20 minutes wasn't nearly enough time. It took me a long time to do. I didn't finish until 9 March and then it wasn't all done.

A judgement made about the quality of this work indicates that it is in the 3-4 mark range. However the work is potentially worth more. There are omissions of checking on milestones, which restricts the mark. Approximately 4 marks

**1d Managing storage**

manage information storage and retrieval

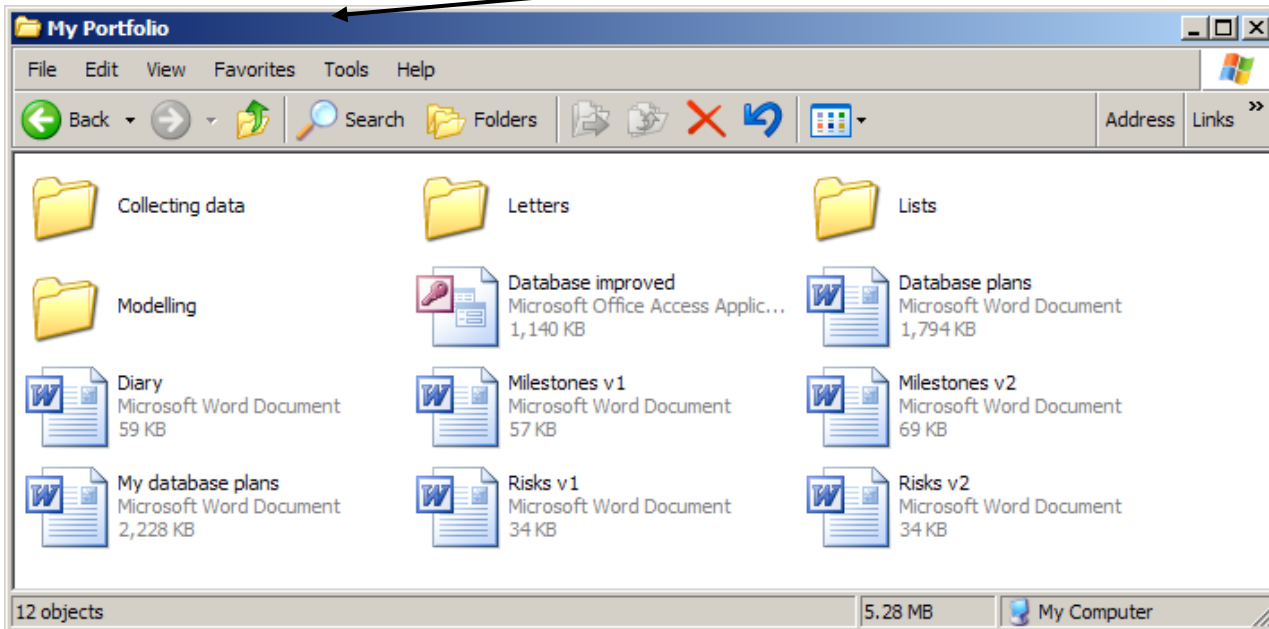
**(maximum 6 marks)**

5–6	<b>effectively</b> manages and clearly understands the storage and retrieval of information.
3–4	<b>reasonably</b> manages and understands the storage and retrieval of most information.
1–2	<b>simply</b> manages and understands the storage and retrieval of some information.
0	there is no management of information storage and retrieval

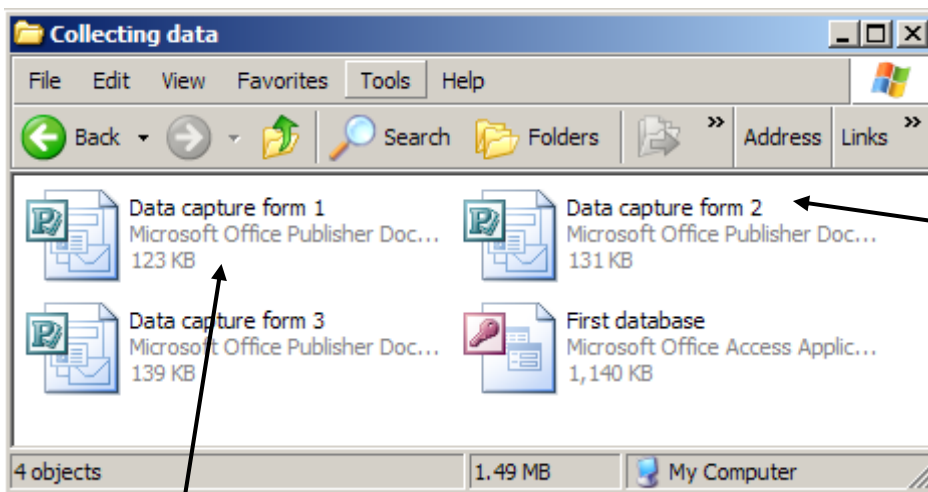
### Unit 3: Managing storage

This shows the filenames I used and which folder I stored them in

This is my portfolio folder which I kept all my files in



Next I will show what is in another folder in my portfolio folder. I used filenames which made sense to me.



In my second data capture form, I added boxes to make it easy to use for students

I kept my files in a different folder. I chose a good filename for each file. It made sense to me. I saved files with different version numbers (1, 2, etc.) so I would know which was the last one. Our teacher told us about this before we started on unit 3.

This is my first data capture form. I made it in data order to make it easy to use for students

A judgement made about the quality of this work indicates that it is in the 3-4 mark range. Approximately 4 marks