09

WORKSHEET 09 · GRAPHIC PROJECT PLANNING

On time, on budget

designclass
design | engineering | technology

AH Graphic Communication
OVERPRINT · WS09

NAME _____ CLASS _____ DATE _____

It's the start of **week 7** of the 12-week GLOAMIN' campaign. The chart shows what has been done and what is still to come, and something is already slipping.

Learning intentions

- Use Gantt charts to plan time, resources and equipment
- Review and update a plan when a project is delayed

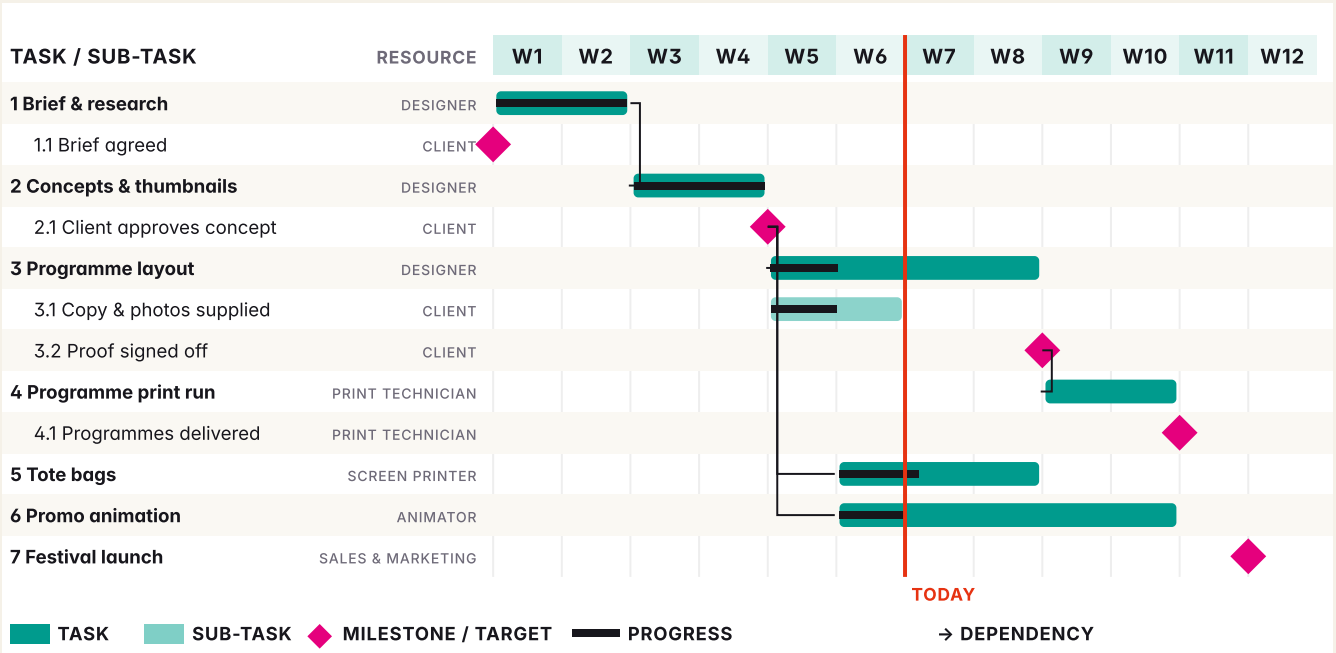
Success criteria · I can...

- ☐ read tasks, milestones, dependencies and progress from a Gantt chart
- ☐ explain the effects of a delay on time and resources
- ☐ plan a project with key and intermediate targets

17 marks
about 55 minutes
Course notes ch. 09

TASK 1 Read the chart

5 MARKS



GLOAMIN' campaign plan at the start of week 7. Black bars inside each task show progress.

a State what must happen before the programme print run can start. 1

b Identify **two** tasks that are behind schedule. Use evidence from the chart. 2

TASK 1 Read the chart (continued)

c Describe **two** ways the Gantt chart helps the team manage resources. 2

TASK 2 Review and update

7 MARKS

The client now says the copy and photos will not arrive until the **end of week 7**. The programme layout will finish **one week late**.

a Explain the effects of this delay on the plan and on the resources of the project. 3

b Update the plan: complete the table with the new start and finish weeks of each task, and the new week of each milestone (◆). 2

TASK / MILESTONE	NEW START WEEK	NEW FINISH WEEK
3 Programme layout		
3.2 Proof signed off ◆	MILESTONE: NEW WEEK	
4 Programme print run		
4.1 Programmes delivered ◆	MILESTONE: NEW WEEK	

c Describe **two** actions the team could take so the festival launch date is not affected. 2

TASK 3 Exam practice

2 MARKS

Describe **two** ways a Gantt chart would be used to ensure a graphic project remains on track. 2

TASK 4 Plan the CVMG practice project

3 MARKS

You have 12 weeks for the GLOAMIN' CVMG practice brief. Plan it: shade the chart, or complete the table if you're working on screen. Add at least two intermediate targets.

TASK / SUB-TASK	RESOURCE	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
1 Analyse brief & research													
2 CVMG specification													
3 Project plan (this chart)													
4 Preliminary graphics: print													
5 Preliminary graphics: digital													
6 Print solution + pre-press													
7 Digital solution													
8 Evaluation													

TASK SUB-TASK ◆ MILESTONE / TARGET

Shade the bars and add ◆ milestones.

TASK	START WEEK	FINISH WEEK	MILESTONE / INTERMEDIATE TARGET
Analyse brief & research			
CVMG specification			
Project plan (this chart)			
Preliminary graphics: print			
Preliminary graphics: digital			
Print solution + pre-press			
Digital solution			
Evaluation			

Reflect

Which question was hardest, and what will you revise before the next lesson?

TOTAL

/17