

Review:

After doing my review to a compromising standard the first time, I set about redoing it in the correct manner, as the process which I took the first time was too complementary and not critical enough. Thanks to the feedback I received I was able to redo much of it in the correct way.

Survey:

For the survey section, I created a questionnaire which used the given instructions from the DiDA website. I think that I asked a few suitable questions for the feel good, get active and eat well sections of the task, but I think that personally I did not ask enough questions, which therefore limited my capability of making the rest of the project well. I personally think that the survey was one of the less good pieces of work that I created, as I did not include some of the questions which were vital for the project, as I was not so sure on what I was meant to be doing. The data which I collected was hard to use on a spread sheet, as I had to do some sums to get some meaningful data. Also I think the questionnaire was quite easy to answer, and easy to print off for many people. I have received feedback about it, which I have listed below, and have saved it to my evidence folder. It was carried out by over twenty students, and is viewable with the examiners moderators' kit, and I updated my sources table and on-going plan when I finished it. For the spread sheet which held my results, I used many tools that the spread sheet offered to analyse the data, such as IF statements and SUM formulas, which are all viewable in the formula view tab I put onto the excel document. It includes all of the results from all twenty people I asked my questions to, and the results are clear at the bottom with graphs to aid the user. My results are quite useful for my publication, but there was some information which wasn't helpful, and there was some information I needed which I didn't have, which I would have collected if I had had time in my project. I have tested the excel document thoroughly and my buddy gave the appropriate feedback below. They had no things which they wanted me to change, so I did not need to make any, and it is viewable in my evidence folder with the Moderators toolkit. I have only used copyright free material in this document. A large issue with this section of the project is that I did not include enough questions in my questionnaire, which is completely my fault and due to a lack of knowledge on what I needed to ask. I therefore had to make a couple of assumptions in the results section, which hindered what I did slightly. If I were to do this project again nailing this section of the project would be one of my main priorities.

Eat Well Reports:

For my eat well reports, I created reports in Microsoft Access. They fulfilled all of the required jobs, including shortlisting dessert and meal time foods which I would use later for my meal cards. It also contained all the information about portion sizes. I have saved screen shots of my search criteria I used to find this information, and I have written up about them in detail. For the reports themselves I have customised each report for my target audience of a teenager, which involved putting bright colours on the report, and clear concise text. All of the reports have similar introductions and titles, each briefly describing what the reports are, and all unnecessary information was left out. I believe that I have made the reports easy to read, and the feedback I have received from my test buddy has been put into place. All of the reports are saved and viewable with the Moderators toolkit. If there was time to improve on the work I had done, I would like to sort out the small technical hitches I was having with my report, which meant that the header and footer would overlap slightly onto a new page, meaning that the amount of pages needed for my reports doubled. Also, I received feedback from my teacher which stated I needed to

include relevant pictures to my document, though due to the lack of space I was only able to add one picture to each one, on the footer. Even so, I think that this was enough, and I put the picture into my sources table. I have only used copyright free material in this document. Problems I had with this document included the header and footer taking up an extra page for each page I had on the project, an Issue neither me nor my teacher were able to sort. It would have required me to restart this document to fix it, so I thought that it would be better to leave it and give me more time to clean up other issues.

Test Buddy Feedback:

First of all I would like to put that I noticed that the wrong documents were attached to the website, but this was quickly sorted. When I actually got to see the right documents I liked the way in which it was laid out, and liked the template which was used, which was formal, but was edited with the colours used. They were bright and used two of the five colours of the Olympic rings. The text was easy to read, and the main information was clear to identify. The relevant image at the bottom was also good and added some variety to the large amounts of information. One thing which I was not too keen on was the colours, as even though they kept to the colour scheme they were a bit too bright for my liking, and also the only design problem I had was the square-ness of the document. Overall though a clear publication with relevant information.

Response:

Thank you for the response. I appreciate the feedback on the colours, to which I tried to find additional advice from my teacher, who thought that the document colours were not too much of an issue. For this reason I did not change anything in this project, but if I were to do this again I would make sure that I took the views of all people into consideration before finishing my project.

Meal Cards:

For my meal card I produced a double sided A5 document on Microsoft Publisher, which I made suitable for students by adding a clear, bold title. Underneath I included the Sub Heading of the meal, and a brief overview of what the meal was, and when it would be suitable to eat. The title was clear, using thick black fonts in bold, and the main and dessert courses were healthy and nutritional. One of the things which I did not do was include a fruit based dessert, as I was unaware that I was meant to do this, and instead went about making a meal from my least popular food group, which I thought would be suitable for the dessert. For this reason I chose Cereals and Grains. I included a full shopping list in sensible portions, as well as an appealing description about the product, which I would have made longer if more time was available. Both sides of the meal card have an original picture which I took myself of an ingredient in the meal, though I had to redo these as feedback from my teacher led me to the conclusion that they were not good enough. I made sure that it would print the document on to both sides of a single A5 sheet, and the meal card, in my personal opinion, will appeal to students, and make them try some new interesting foods. Feedback from my test buddy was received, though no changes were suggested to me, so none were needed. I finally saved my Meal card so it could be viewed by the moderator's toolkit, and updated the on-going plan and project log. I have only used copyright free material in this document

Test Buddy Feedback:

Personally I love the layout of this document, and the way in which it is presented. The title and the pictures really appeal to me and the headings are clear and make it easy to identify information. Also it looks really professional and I like the overall 'feel' of it. I like how the subtle change of colour between the main course and the dessert title, which makes it easy to identify it from a distance. I also think that the design is flowing, and feeds into each section nicely. It again is very clear to identify the key information with the given sub-headings and placement of text in such a way that there is clear division between each topic. The only criticisms that I can pull out are minor, such as incomplete nutritional information for the

dessert/pudding and lack of full stops at the end of the introduction, but that is me being picky and overall it is a great document.

Response:

The advice was appreciated, though for the nutritional information for dessert I had a limited amount of information on the dessert as it was so had to make do with what I had, but understand how that could stand out. If I was able to do the project again I would have made sure that typos were removed, and that I was able to find more nutritional information about these foods

Information Point:

For my information point, I created a slideshow on PowerPoint, with interactive hyperlinks throughout, creating a fluid information hub about the Olympics and about the SmallSteps4Life challenges. I made it suitable for students by using a variety of pictures and varying font sizes to captivate their attention, and made it suitable for its purpose to be viewed in a reception by making it easy to use, and linking all the pages to one another which lets them be accessed by a single mouse click. It introduces Olympic values, as well as the SmallSteps4Life program, and details the different challenges you can undertake in great detail on the five screens which the document required. I think that it was encouraging enough for people to take up to a challenge, but I do believe I made no reference to it. I received feedback from my teacher and test buddy, and afterwards updated my sources table and on-going plan. I finally saved it to my publications folder, and it can be viewed with the moderator's toolkit. I have only used copyright free material in this document

Test Buddy Feedback:

The Information point was one of my favourite of the publications to make, and I really liked this one. The design is really good, and I love the design and how it works. The navigation bar is also very nice, with mature colours which still stick with the colour scheme. All the information on the pages isn't too taxing on my attention span and is clear once more what the important information is by changing font sizes and boldness/italics. Images once more are relevant and as I assume they are in the Sources Table I see no problem with them. Only criticisms is that I thought that it was meant to be navigated by a mouse but for me it worked differently, perhaps that was just an error or just I did not work it correctly. Apart from that a very nice publication!

Response:

For the information point I went through it and I realised that my Test Buddy did not read the instructions on the first slide on how to navigate, and did some testing and came to the conclusion that this was the error which my Test Buddy made. I made sure that the test Buddy received this information, to which he retried it and found few faults.

Challenge Cards:

For the Challenge Cards I created a document on Publisher to promote the idea of Feeling Good to an audience of teenagers. 'Feel good' was my most popular of the three steps which were on offer to students from SmallSteps4Life, and this is why I included it in my challenge card. It leaves space for people to add their own information, such as personal details. For this reason I left space for Name, Age, Home Number, Challenge under taken, length of challenge, what values the challenge promote, and space to put the names of any others participating. One field which I have realised I did not include was the place to record when the participant would be doing the challenge, as in the date, which I would include if I did again. What it does include is space to record your progress over the four week period, with boxes for each day and week, allowing the user to keep a detailed account on their progress. It also includes a picture with a caption, for

which I went on the internet and goggled pictures of happy people. I then added a caption saying "I feel good... As Good as I should". I have taken all feedback from my test buddy into account, and also updated my sources table with the image. As well as this I updated my on-going plan, saved the document to my publications folder and made it viewable on the moderator's toolkit. I have only used copyright free material in this document

Test Buddy Feedback:

The challenge card was very good, for which I love the design of (like a lot of these publications) it feels easy to use and that it has been designed for a teenage audience, with minimal instructions and fun colours. It also looks easy for a user to fill out, and I would have had no problem if I was using this in the real world. The image at the bottom fits the criteria of the document and is a good picture and a clever caption which did make me smile, and tempted to sing along in my head. The only problem I had was in the introduction paragraph, with a typo with the word feel which was spelt feel (but I guess that was an accident and I have no problem with that). Also the bright green colour was a bit bright for me, but this is just a personal preference and I think that others will like it. Overall another great document.

Response:

Thank you for the feedback. I understand that typos are an issue in the documents, and I'm working on a way to fix that. For the colour I agree it might be a bit bright, and would change that if I had the time, or if I had to chance to redo the project.

E-Portfolio:

For the e-portfolio I started off by creating a website in the same way which I usually do for IT work, by using Microsoft FrontPage 2003, though I quickly stopped after I decided that it didn't look good enough for what I required, though I later realised that how my FrontPage website would have been good enough according to my teacher. I started making my 'new' website on a website builder which is on the internet called Yola, which I chose because it produced a professional look which I thought I needed for the Eportfolio, and for the way which it allows you to make streamlined web pages so easily. I chose a suitable theme which reflected the Olympic Games, showing running men and a sports track, with colours which fit into my scheme. I created the five pages required, which are the home (which outlines my candidate details and the purpose and documents of the project), publications (which is rather self-explanatory, the publications which I had to create for the project), Evidence Database (which outlines the technical and personal choices I made for my database and for the documents surrounding it), Evidence Survey (details about the questionnaire and the results I accumulated) and Project Management (which gives information about the Sources Table, and the On-going and Initial Plan. The Eportfolio shows awareness for its audience (which is the moderator) as it uses clear font, and bright colours and pictures which will be interesting for the examiner and hopefully add a bit of variety to their day and make my work stand out. I did include some extra things which were not essential, such as pictures at the bottom of each page, but as I said before they are to make my project stand out. My website is under the 20mb limit, and does include all the required information needed. All the documents I linked are viewable with the moderator's toolkit, and are all viewable on a standalone computer. It is easy and simple to navigate the website, with white text on the links at the top, and the overall look is consistent throughout/ one thing which I need to do is to make the fonts resizable, though I am unclear how to go about this. Things which were easy to do was to make the images small enough for the website, as what I did was print screen the image off of the YOLA website and put hyperlinks over them, as I did not have the software to get the website legally at school any other way. My homepage in my opinion is effective and details all the information required, as well as a concise explanation of the project. I have yet to specify the browser I used to test the website, but at the time I made this e portfolio I did not think it was necessary as YOLA made it clear that there websites work on the vast majority of browsers. Problems which I did have with YOLA were that I was unable to

keep all the files in one place which was not the YOLA servers, which was a requirement for the Eportfolio. I sorted this by using “Thumbalizer” to copy my finished website pages into Dreamweaver, from which I could keep all the files in one place. If I were to do this again I have found out that the time on YOLA was not needed, and my old FrontPage website was perfectly acceptable. To finish up this part of the project I updated my sources table and On-going plan. I have also complied with copyright for my website, using free legal software and mentioning the software in the website. I have only used copyright free material in this document

Project Process Review:

For this project I set out to achieve a better understanding of Microsoft software and to be more familiar with IT. I also set out on a project which when completed would make me feel proud of the effort I put in and the hours which I spent on it. For what I wanted to achieve project-wise I wanted to create a selection of documents with an Olympic theme which encouraged people to take new challenges and embrace the Olympic ideals. I met all of the objectives of the project I believe, and I did that with a lot of hard work and commitment. My plan which I made at the start of the project was not used to be frank, with the only time it was used being on the first week, and afterwards I was able to do it on my own, so personally I think it was a useless document. I was able to manage my time myself, and it was easier this way than having to keep to a plan I made when I didn't know the full extent of what the documents would entail. I think I made a wise choice with my reviewer, as this person is very advanced with his IT skills and also has a critical eye, so any feedback I received would be helpful and valid. My other reviewer was my teacher who again is advanced in IT (obviously) and gave a lot of helpful advice. Things which did go wrong were luckily sorted, mainly due to the feedback from these two people. I did have typos in a number of my documents and I would have liked to have sorted these. The feedback I received was mostly positive, and is listed above. Where it wasn't positive it was also greatly appreciated as it helped me realise my grade considerably. If I had time I would want to change colours in a few documents and fix these typos. If I were to do the project again a log might have been useful, and I think this would have helped me with time management a lot, allowing me to finish my project prematurely and giving me more time to fix any errors which arose.

Performance Review:

Throughout this process, I feel like I have done a lot, and therefore feel quite proud of what I have achieved. I understand that I have not been the quickest in the class, more often than not due to a lack of application of effort at the right times, but I have finished on time and I feel that my project has been completed to a reasonable degree. It has only been over the last day or two that I have realised the amount of time I have actually spent on this project, and how much I have actually learnt from this. Without this I have realised that I would not have been set up for a life later on in a world in which technology is the beating heart. In the project I think I kept to the deadlines to a reasonable degree, though understand that I could have completed this earlier. In regards to personal goals and targets I think I kept to them quite well, though I feel that I should have kept a diary perhaps to make it easier. At the start of the project though I found out that it was not essential and took that for granted. I think that DiDA has also made me do better in some subjects outside of the IT department as well. I have been complimented on design of documents in other subjects other times, and though I understand that I am by no means the best, or even at a high degree with my IT skills DiDA has helped me at this. Though when I started to think about how the project had helped me I came up blank, I later realised with helpful guidance that this project has prepared me for using this technology later on, and helped me produce items for other subjects. It's also helped me become more persistent, as at the start of the project I had no idea what the project was even about, but after trying I realised what the aim was. If I were to do this project again I would to start with keep a diary. On the practise project I did it was a very long and extensive document which I did not see the point of, but I was unaware of the importance it would prove to have later on. On top of this I would have spent more time on

the questionnaire section of the project, as the lack of important questions hindered my ability later on. Also the project has shown me that I need to focus more on my proof reading, as it has sometimes led me to make silly mistakes or convey the wrong message in a piece of writing. Apart from that I am happy with what I achieved.