

Diploma Project Checklist – Deadlines

| Page of production Log (if appropriate) | Task | Date to be completed | Tick when complete |
|---|--------------------------------------|----------------------|--------------------|
| | | | |
| 4 | Record of Initial Planning sheet | 30/09/11 | |
| 5 | Project proposal Form Part A | 07/10/11 | |
| 8 | Plan at start of Project Sheet | 14/10/11 | |
| 9 | Mid-Term Project Review sheet | 9/12/11 | |
| 10 | End of Project review Sheet | 10/02/12 | |
| | COMPLETE MAIN PART OF PROJECT | 10/02/12 | |
| 11 | Summary Sheet | 10/02/12 | |
| | Written report to Accompany Project | 10/02/12 | |
| 12 | Presentation Record Part A | 24/02/12 | |
| | DO PRESENTATION | 5/03/12 | |
| 14 | Complete Reflection Sheet | 16/03/12 | |
| | Evaluation | 23/03/12 | |
| 3 | Complete Contents Page | 23/03/12 | |
| 1 | Complete Declaration form | 23/03/12 | |
| | HAND IN PROJECT TO SUPERVISOR | 29/03/12 | |