



## P2i – Planning & Research



- As part of each P2i you need to show how plan to spend your time.
- Look and see what the recommended minimum time is that you should spend on the assignment. If you have 4 hours to complete the task how much time are you going to spend on each element and when are you going to do so.
- ***Here is an example.*** You can see that you need to describe the task you are going to complete, add the sub-tasks that you will have to do, how long you intend to spend on them and when you intend to do them.

**Subject:** ICT

**Start date:** 16.6.07

**Completion date:** 14.7.07

**Describe the task you are going to complete:** Use a spreadsheet to create a currency converter

Task	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins
Use the internet to find examples of available currency converters	16.6.07	16.6.07						
Design spreadsheet on paper			18.6.07					
Create spreadsheet using Microsoft excel				20.6.07	20.6.07			
Add data in to spreadsheet						23.6.07		
Test spreadsheet on friends to see if it works							24.6.07	
Annotate spreadsheet to explain what I have done								28.6.07

**Complete a plan for your P2i task**

**Name:**

**Subject:**

**Start date:**

**Completion date:**

**Describe the task you are going to complete:**

Task	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins	30 mins

# Research

# Name:

As part of many assignments you will need to do some research. It is important that you show where you went to find your research.

Your research may be from the internet but could also be from paper based resources, photographs/video you have taken or even an interview you have done.

Fill in the grid below to show where you found the contents **(things you used)**/inspiration **(things that gave you ideas)** for your assignment.

<b>Asset (description) – what the image/leaflet/video clip etc is called.</b>	<b>Primary (P) you took the photo/video etc or Secondary (S) something you found that someone else had produced</b>	<b>Where you found it (e.g. the web address/newspaper/it took picture)</b>	<b>Where in your assignment have you used it</b>	<b>Why it has been used</b>
<b>Family photo.jpeg</b>	<b>P</b>	<b>I took photo</b>	<b>1<sup>st</sup> page of my PowerPoint presentation</b>	<b>Assignment is about me. This shows my family that I then go on to describe</b>

Example

Example