



# Intermediate Project

## Client Notes

### Client Notes

- how to prepare for your group
- what to expect from them
- grading your group.

### How to prepare for your group?

During their website project, your group of pupils are simulating being a company working for a client. You are the client. Thanks for volunteering!

Throughout the project, the clients should do very little and the pupils should do all the work. You should hopefully just have a bit of reading, a little preparation to do and then have a few short meetings.



#### Initial Meeting (with whole group) - approx 15 minutes

You will be approached by the group to arrange a time for this first meeting. They may e-mail you, phone you or come to see you in person.

During this meeting you will be asked:

- to supply a title for the website
- to explain the content you require them to produce

You may need to provide:

- sources of information (text books, websites etc)
- a list of web pages you would like to see in the website

Following this meeting, your group will be tasked to design a layout and look for the website and produce a detailed design for each page. These are all sketched on paper.



# Creating Websites Intermediate



## **Further Meetings (individuals or whole group) - no more than 5 minutes**

Your group may approach you at these key times:

- when they have completed their design for the website
- when they have completed the look of the website, on computer
- to show you the completed website
- to present you with their finished product.

On each occasion, when you are approached, you should be honest. This is your product! If you would like something changed or anything added please tell your group. The pupils have been told that they are not allowed to proceed with each stage of the project until their client is happy.



## **What will the clients get?**



If the group are successful, you should be given a copy of your group's completed website on disk or CD. It's up to you what you do with the finished product as you now own it.



## **Grading your group - 2 minutes**

At the end of the project you will be asked by the group to give them a mark for their efforts. This will include:

- A mark out of 10 for how well your group communicated with you
- A mark out of 20 for the quality of their finished product
- A general comment (this could focus on the overall process, an individual, leadership skills of the group etc)

Thanks once again for volunteering your time. If all goes according to plan it should be worthwhile.