

## WORK PLACEMENT PROJECT PLAN ACTIVITY

During your time at work experience, you will also be asked to complete 2 placement project tasks to write into your workbook.

The aim of the project is for you to tell us what you have been asked to do by your supervisor and how you did it. Is it also important to think about what things may have been difficult and what you would do differently if you had to do the same task again.

The diagram below shows what you will have to fill in as part of the placement project. You will find the same table in your log book.

What	Plan	Deliver	Reflect
What is it that you have been asked to do?	What things do you have to do to get organised?	What did the end project look like?	What can you do to improve if you had to do it again?

**Activity:**

Mohamed is currently completing his work placement at an advertising agency and has been there for 2 days. As a result of poor communication within the organisation, the company has asked him to produce a company letter new letter. To produce the company newsletter, he must talk to all the teams about what they have been working on recently. Mohamed is asked to type it up and design the newsletter. Finally, he should circulate it around the company. He has been asked to do this within the week.

Think about the things that Mohamed would need to do to complete this task:

**What is the problem? What has he been asked to do?**

**What things does he need to do, to be organised?**

**What may the end project look like?**

**How would he know if the newsletter was successful (reflection)?**

Complete the planning task (table above) pretending you was Mohamed.

Feedback your answers to your teacher and rest of the class.