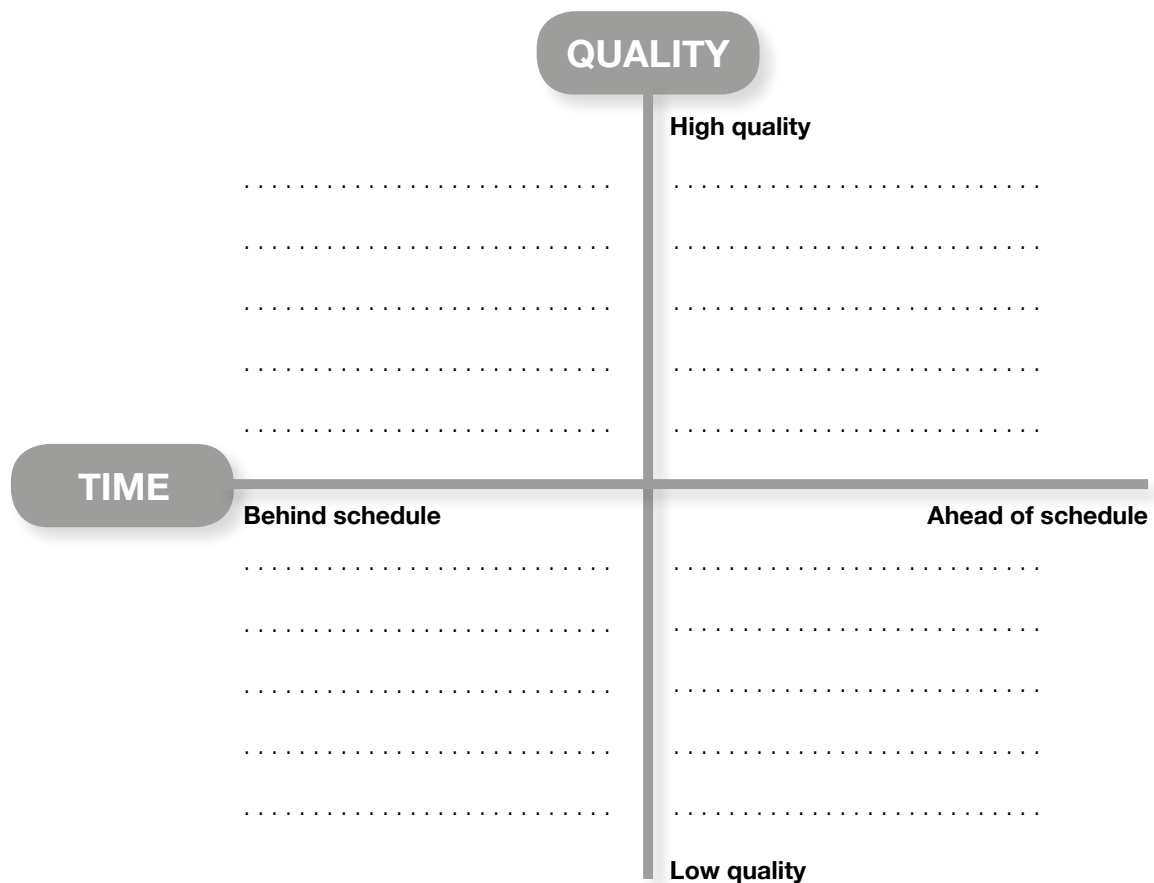


22. Systems Activity: Project Progress Chart

This is a simple tool to keep track of where you are with everything on which you're working. Whether you're taking three or four A level courses, applying to university, organising some work shadowing or completing an extended project qualification, the number of projects you're running at the same time can feel overwhelming. Don't worry. This is normal.

The Project Progress Chart helps you track where you are with each one. List every job or task you've got to do and place them somewhere on the grid. It will help you prioritise what to do next.

On the horizontal axis is *time*. Projects ahead of schedule go far right and projects lagging behind go far left. On the vertical axis is *quality*. Projects heading for a high quality finish go at the top and projects that are running on a low quality go towards the bottom.



Good project management tools tell you where to start when you're feeling overwhelmed – anywhere in the bottom left is a good place to begin. Don't feel guilty about stealing time from projects in the top right quadrant. If they're ahead of schedule you can afford to shift a little of your time and attention to a project that needs work.

Final Thoughts

Take any task in the behind schedule/low quality quadrant – that's the bottom left one – and attach the length of time it would take to complete. Now go to your diary/planner and block out a period of time when you can make significant progress on this task.

We've also seen students use this grid to prioritise a single subject. They list every single one of the topics they need to revise, then place them on the matrix. The topics that end up in the bottom left are the ones they know they need to focus on first.