Quick tips for Project Planning and Task Prioritisation

This is just a quick guide in relation to project planning from the workshop a few weeks ago. There was a lot of information there so this might help you a little.

1) Ask , and agree, what problem that the team is trying to solve.

   This is very important as it leads directly to the next step.

2) What tasks then need to be completed in order to solve that problem?

   Break down the problem statement – for instance if you are building a circuit, build a small piece of it and test for correct operation rather than building the complete circuit and then troubleshooting.

3) When do the tasks need to be done by?

   It is important to know when everything is due. Don't work on your final report in week 3, if you need to be doing research.

4) What order do the tasks need to be done in?

   Look at the time order of the tasks, for instance, there is no point in trying to build a circuit this week if you haven't checked that all the parts are available or there is a report due.

Finally remember the SMART method:

Specific – give the task a proper title. Don't use 'Build a circuit', use 'Testing of the voltage output of a comparator to ensure correct operation'

Measure – can you measure the output of the task? If not then the task is specific.

Attainable – can you actually do the task? If not then break it down into sub-tasks to complete it.

Realistic – can the task be done? There is no point in setting a task such as 'Read the French version of the Lord of the Rings by tomorrow' if you can't read French!

Time bound – give the task a time to be completed by and then track what and when you are doing things that add to that task.