# ESE4009: daily project management

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# follow this SIMPLE project management process:

- 1. formulate a long-term plan (GANTT chart)
  - a. you might want to revisit the GANTT chart and make sure it is realistic
  - b. there should be some overlap of certain tasks
  - c. some tasks have to be completed before others

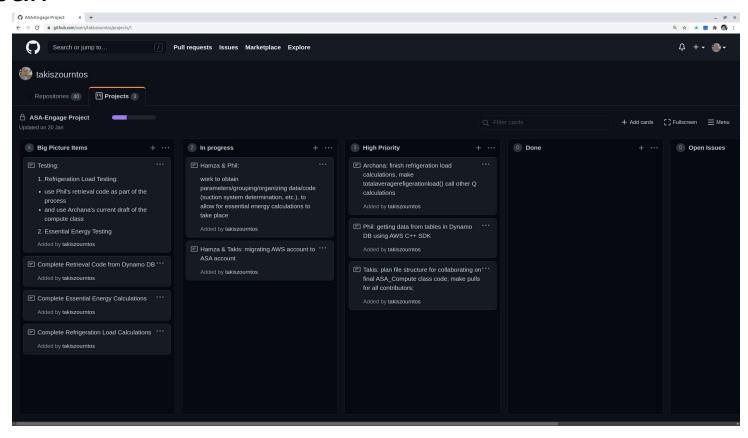
a good GANTT chart has these features

- 2. formulate a weekly plan based on the long-term plan and current goals
- 3. implement a DAILY check-in

# weekly plan

- every Friday or on the weekend, carefully assess where your group is with respect to your long-term plan
- select a series of tasks, to be completed by each member, and populate a kanban board

### kanban



### daily check-in

- have a thirty-minute to one-hour meeting every day to check-in with your group (you can use class time for this if you wish)
- group members should come prepared!!!
- go through everyone in your group
  - o ask them about the progress of their assigned tasks on the kanban
  - if a task is completed, move it to the "done" column
  - o if a task is not completed, formulate a plan to get it done ASAP with all group members
    - group members can help each other if there is time
- think critically at the meeting, ask your group members about the soundness of their proposed methodologies
- update the kanban