

Project management

PSYC 11: Laboratory in Psychological Science

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Jeremy Manning

jeremy@dartmouth.edu

Staying on track

- When big team deadlines are far away, how can you know if you are on track?
- Break down your big tasks into smaller tasks and set interim deadlines
- Define points of accountability
- Use frequent updates and audits

How do you decide what to work on “next”?

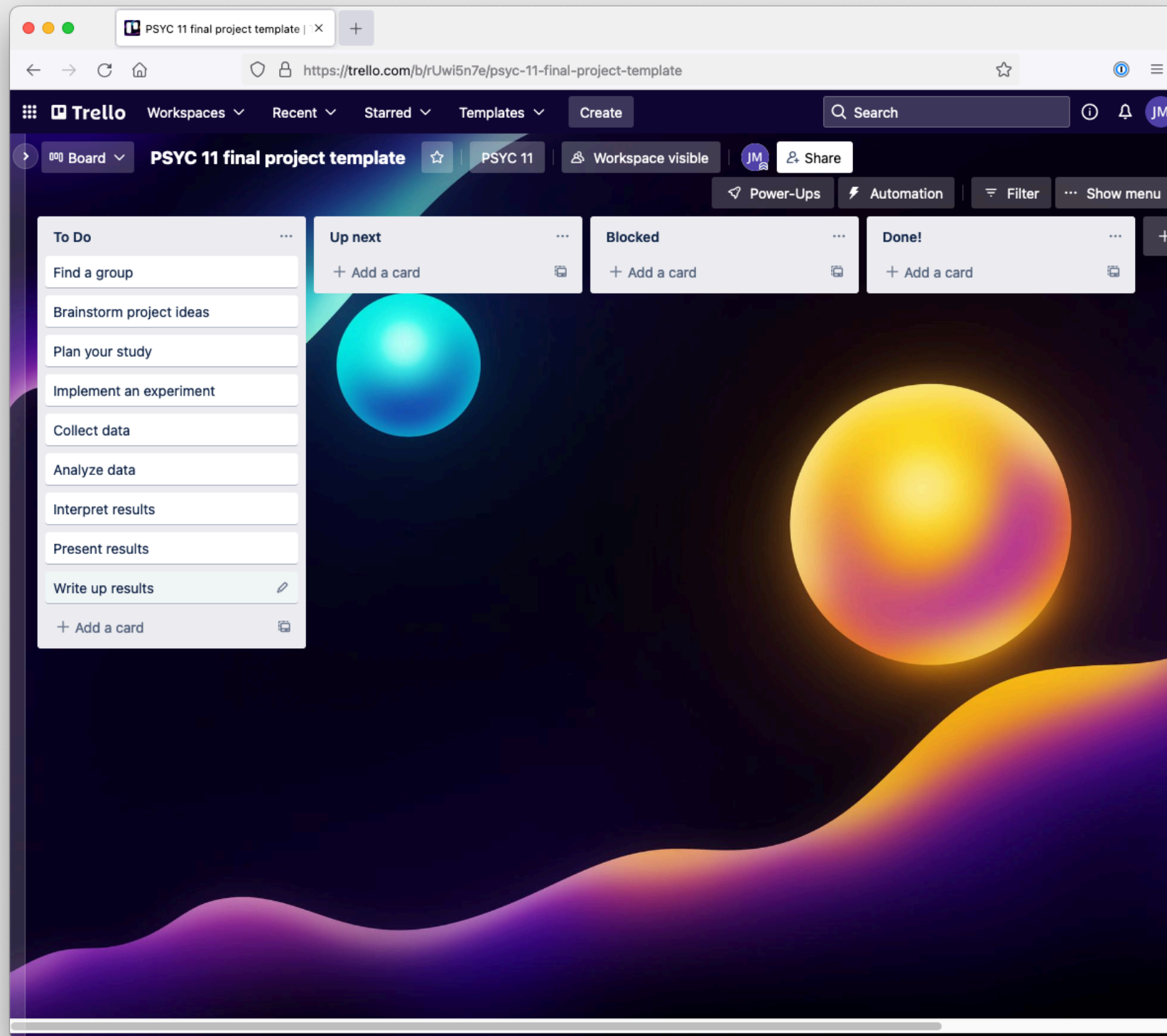
- Think: weekly snippets!
- What have I **already** done?
- What are the **next** milestones?
- Is there anything I’m **stuck** on?

Key milestones

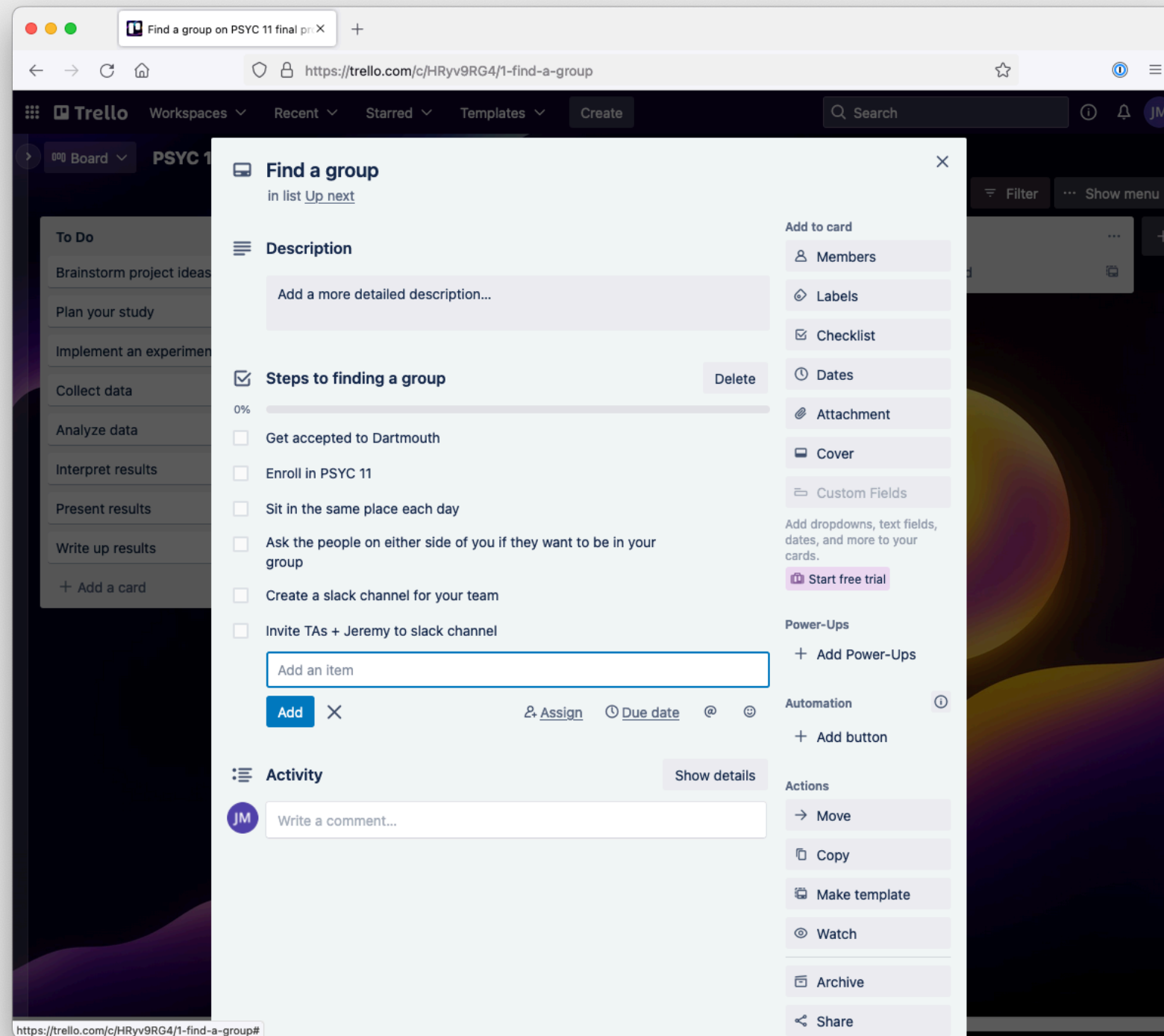
- Find a group (ideal: 3—5 students)
- Brainstorm project ideas
- Plan your study
- Implement an experiment
- Collect data
- Analyze data
- Interpret, present, and write up results



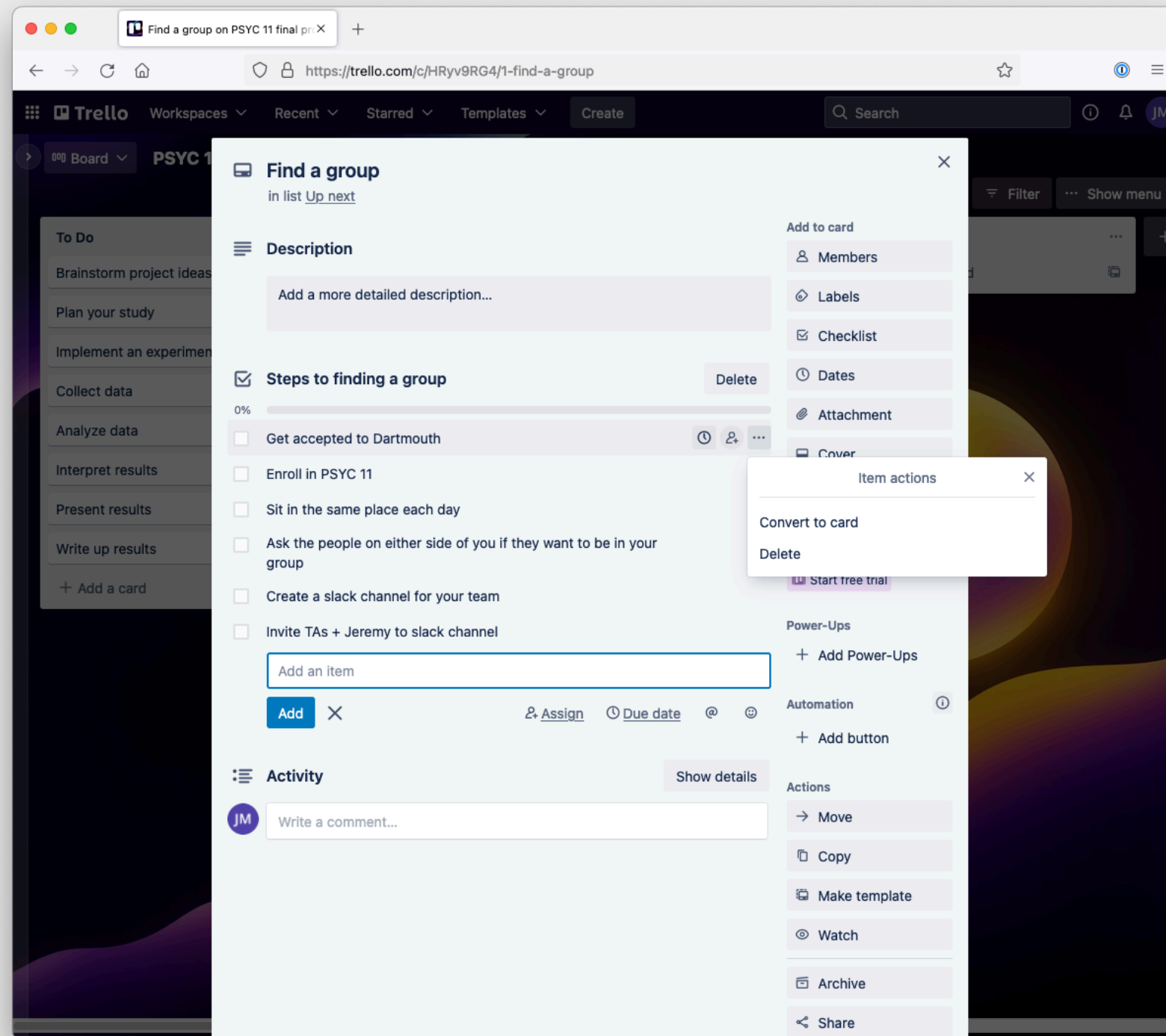
Project boards



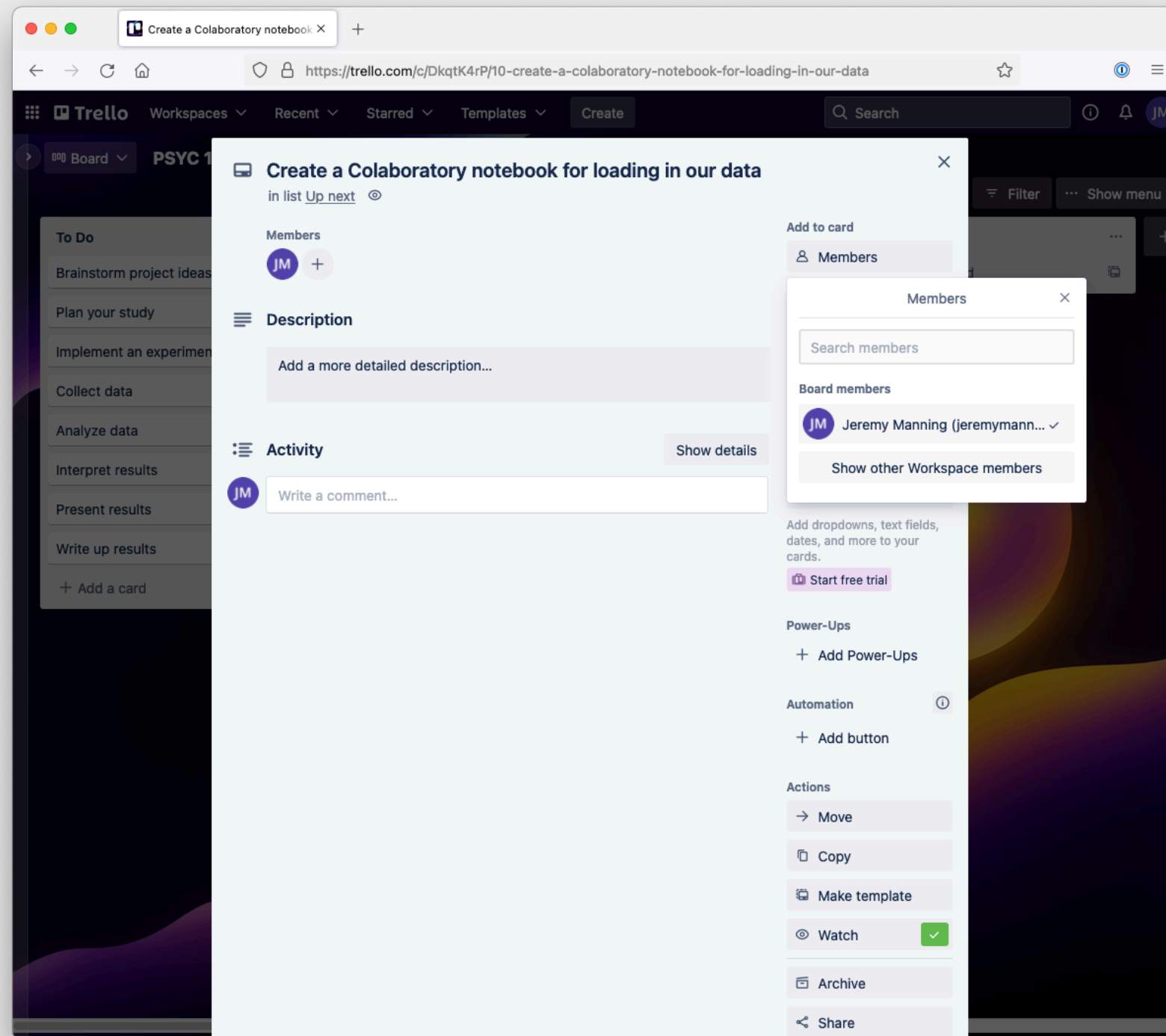
Project boards



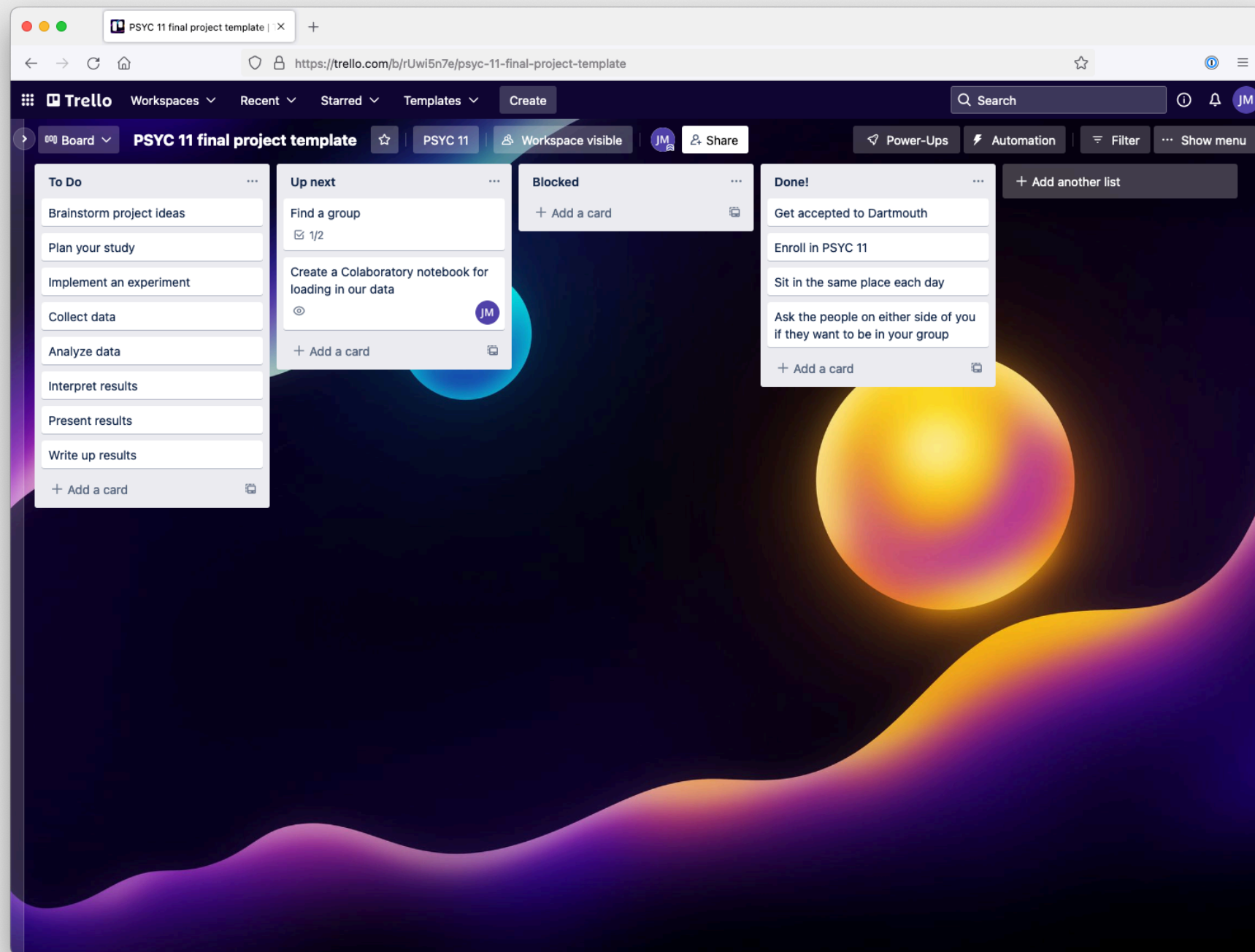
Project boards



Accountability



Status overview



Other tips and tricks

- Tasks are associated with **products** — a task isn't "done" until you have something tangible to show for it
- When you accept/assign a task, make sure it's clear what that task's product will be
- Life happens— communicate with your team if expectations shift