THE BURN-UP LIST - MICHAEL RITCHIE

ACTIVITY	DUE DATE	WEIGHT	OBJECTIVES, DELIVERABLES & SWOT ANALYSIS
WK 3: The Week Ahead	2/20/16	0%	Review the upcoming assignments for the week. Utilize my skill of time management for planning the week's upcoming assignments.
Career Module:	2/20/16	0%	Continue work on the Career Module assignments. Use this opportunity to factor in allotted time for completing the career module tasks.
WK 3: GoToTraining (GTT)	2/15/16	0%	Actively watch the GoToTraining Session. Acknowledge my flaw of desiring to multi-task and and not being fully present.
WK 3: Call to Action - Encouragement!	2/20/16	5%	Thursday – Post your Failure to Success story. Saturday – Post your Responses to Classmates. Be aware of the threat of not responding to classmates responses.
Communicating with Clarity	2/20/16	0%	Analyze the importance of clear communication. Examine the threat of not actively understanding the material being presented.
Communicating with Visual Tools	2/19/16	5%	Explain the purpose of visual tools, create a flowchart, and submit a PDF. Utilize this opportunity to fully understand flowcharts, to help in my current, and future coding endeavors.
WK 3: Research	2/20/16	0%	Continue independent research. Use my strength in time management to factor in the required time for independent research.
WK 3: Development	2/20/16	0%	Review and improve upon my Burn-Up List. Analyze the threat of not actively working on my Burn-Up List.
WK 3: Project & Portfolio	2/23/16	10%	Update Portfolio, Stage, Commit, and Push files to GitHub, and Submit PDF. Employ this opportunity to use the format of my previous Project & Portfolio.
The Burn-Up List	2/23/16	3%	Create a new Burn-Up List for the upcoming week. Use this as a chance to apply the upcoming work week to my former Burn-Up List.

The priority of an assignment was measured through the weight, deliverables, and time an activity requires. Heavy weighted activities that are time consuming were deemed high priorities. Activities that require an average amount of time and require critical thinking were ranked as medium priorities. Low priority activities were ranked due to their only requirement of reading and reviewing the material of the assignment.

HIGH PRIORITY   **MEDIUM PRIORITY**   **LOW PRIORITY**