Divide

No this isn't an Ed Sheeran album

1. Divide up the work.

Divide up the work

- Single step tasks.
- Tasks that can be done in a couple of days.
- Note dependencies on the back.

2. Assign a difficulty

Assign a difficulty

- Scale is 1 to 5.
- Easy tasks are a 1, and can be done by beginners.
- Hard tasks are a 5, and require advanced skills to complete.

3. Estimate time

Estimate Time

- Assign an estimated time to complete each task.
- Annotate the time estimate on the front.

4. Evaluate tasks

Evaluate tasks

- If a task seems to be very hard and will require more than 3-4 days, break it apart.
- If a task is easy and is dependent on other easy tasks, group them together with 4-5 others.

5. Add to kanban board

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- Add to left side of kanban board.
- Review tasks to ensure none are duplicates.

Questions?