**Select Planning Tools – GUI Calculator**

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| **Planning Tools** | **How is this planning tool used generally?** | **The advantages of this planning tool are** | **The disadvantages of this planning are** | **I am going to select / not select this planning tool because** |
| Brainstorms. | Brainstorming is used to generate a bunch of ideas so that one or more of them can be selected for a task. A brainstorm accepts all ideas and is used for planning. It is mainly used for group discussions because it shares others’ viewpoints. | * Can be used for lots of ideas * All ideas are welcome * Uses creative thinking * Group and personal discussion | * Wasted time on ideas that are not plausible * Can become quite messy * Ideas conflict with each other | I am not going to use this planning tool as I feel this can become very messy. I also want to do the majority of this internal on the computer and a brainstorm is very hard to do on the computer. |
| Mind-maps. | In a mind map, information is structured as it literally ‘maps’ your thoughts and ideas on a page. This can be done electronically or on paper. This connects ideas and interlinks them so that when looking over one idea, the maker will see what would lead on from that idea. | * Connects ideas * Show trail of thought about the task * Structured ideas from the brain | * Like brainstorm, wasted time on ideas * Can also become messy and hard to read * Can be confused with brainstorm or flow chart | I am going to select this tool as it is very easy to use on Lucid Charts and it branches out so that it can link ideas together. I am going to be using this tool early on in my internal because it will help me generate ideas about how I am going to accomplish this code. |
| Idea banks. (An electronic blog of ideas) | An idea bank is a table of ideas that are typed down quickly after an instant spark of thought. This is used, like the mind map and brainstorm, for a collection of ideas. An idea bank is only used on a computer, as it is an electronic blog. | * Instant thinking tool * Bank of ideas to choose from * Electronic version of planning compared to hand written | * Very messy and can be ideas that are not good * Cannot be hand drawn, only done on electronic devices | I am not going to select this planning tool as this tool is used for an instant spark of thought. If I have an instant spark of thought I would write it down on paper, not create an electronic blog. |
| Reflective journals & diary. | A reflective journal is where you write down your thoughts on your project and update yourself on your work. It is used for self-planning so that you can go over your ideas later, all your thoughts are stored in the journal. | * Reflection on your work * Self-planning * Thoughts stored in a journal * Easy to look over | * Takes a long time to write down your ideas * No instant thinking * Depending on handwriting, can be messy | I am going to use this planning tool as I feel it shows my trail of thought as I write down what I am doing. It stores all my thoughts and I can easily sketch ideas into it. |
| Task list (Time - Resources – Skills) | A task list, also called a to-do list, is a list of things to do for the day. This is used to set your day up for what jobs you need to do to help your project. When looking over what you need to do for the day, a task list will keep you on track. | * Specific list of things to do * No procrastination allowed * Keeps the user on track for the day | * Does not generate ideas * Does not allow room for changes/errors * Is only daily, not long term | I am going to use this planning tool because it will stop my procrastination and allows me to see what I need to accomplish for the day. |
| Action plans. (Task list – dates) | Similar to the task list, however this planning uses dates and is spread over a number of days, weeks, months or years. It is a step up from the task list, showing what you are doing for the whole task, not just for one day. | * Set instructions for set dates * No procrastination * Long term planning for a number of days | * Does not allow for change in the plan * Is not daily it is not as in depth as task list | As well as the task list, I am also going to use an action plan. I decided to use both of these tools instead of just on because they have different functions. The action plan will help me with long term planning. |
| Gantt charts. (Project Dates) | A Gantt chart is used to show dates of work that needs to be done for a project. It is different to the action plan though, as it uses review points to see how the plan and the work is going and if it needs to be changed or not. | * Caters for change unlike the task list and the action plan * Fulfils the criteria for any project using review points | * Only uses three review points which may be too late if the plan is not working earlier * Does not help with ideas | I am going to select this planning tool as the Gantt chart caters for change in the list. It also fulfils part of the criteria for excellence which is review and critical review points. These can be done using this tool. |
| Flow diagrams. (Project Tasks – Decisions) | A flow diagram is used to show decisions made by the task manager so that it shows their trail of thought. It allows anyone who looks at it to show problems they faced and how they overcame them. | * Show decisions made and problems solved * Connects decisions together | * Can waste time by making longer decisions that are not right * Can become jumbled if used incorrectly. | I am not going to select the flow diagram as again it is very like the brainstorm and the mind map and it wastes more time to make it. It can also be jumbled if I rush it and I want to write stuff down quickly. |