

## Activity Sheet 24 – Making a Plan

Identify a project that you are going to be working on

Make a Gantt Chart either using the Excel or Paper Supplementary Template.

Remember the process

- List what needs to be done
- Order the list
- Group into stages
- Decide on the intervals
- Identify completion dates
- Identify dependencies
- Trace the critical path

What regular meetings will you hold to track actions?

Who should attend those meetings?

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What email reports/updates will you need from members of the project team?

What information will you need in those reports?

What other methods of control do you need?