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?

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?