Preliminary feedback (advice)

- It is a good idea to start the assignment by stating general data such as the start date, the end date, the duration in hours (and days) and the expected date of the defence of the bachelor's thesis. For the interpretation of the Gantt, it is very important to report the number of hours of work per day.

- To make this delivery it is recommended to read carefully these files:
    - Module 2.3 - Time management.pdf
    - Mòdul 1 - Eines TIC.pdf (it is placed in Catalan and Spanish documentation section)
    - There are other files that expand on the information.
    - If your project is conducted with an Agile methodology, you will find two proposals for making a "Gantt Chart" adapted to the Agile methodology in the document "Module 2.3 - Time management.pdf" (pages 15 to 20). The Scrum terminology is used as an example for the Agile methodology.

- **Task description** (tasks that are described that also form part of the Gantt)
    - Do not forget to include management tasks: meetings, documentation, scope, planning, budget, sustainability report, etc. These can be brought together under a group of tasks called "project management". (Do not mention GEP directly but do include the concept of project management and associated tasks.)
    - The tasks should be identified and well described to better justify the estimated number of hours. Avoid writing based on sentences or groups of tasks. The planning and explanations should be at task level to coincide with the tasks that will be shown on the Gantt.
    - It is a good idea to use a table to summarise tasks. For each task include a code, a descriptive name, the estimated time required, time dependencies and specific resources.
    - The time dependencies between activities always need to be defined. If the tasks are coded (T1, T2, etc.), it will be easy to express the dependencies (T1 < T2; etc.).

- **Estimates and the Gantt**
    - The estimates should be in hours. Do not use days or weeks; they are not accurate enough as the number of hours dedicated to the project per day can vary. Try to describe the tasks in detail so that it is easier for the reader to determine whether the estimate of hours is realistic or not.
    - Avoid tasks with estimates of 50 hours or above. If they can be subdivided into tasks in which the work that is done is clearly differentiated, it would be a good idea to do this as it will make it easier to consider whether the estimates are accurate. If the work is similar throughout 50-hour tasks, they may not need to be subdivided, but the time estimate should be justified.
    - If several people work on the project, it is best to add up the total time dedicated to the project as well as the total number of hours that you will complete within the overall total.
    - Often, the time for documentation tasks may reach 60 hours or more.
    - The Gantt chart should not be entirely sequential as there are at least two tasks that can be undertaken (more efficiently) at the same time:
        » Documentation. It is a good idea to prepare documentation concurrently throughout the project. You can create one task that will be activated and deactivated many times (this method could be problematic if you wanted to draw up a PERT chart, but not in a Gantt). If a time dependency is required between a certain item of documentation and other tasks, you can always create an additional documentation task.
        » Control and monitoring meetings. Some of the project control tasks should be defined. A monitoring task can be created that is activated intermittently. If some time dependencies need to be included between a monitoring meeting and other tasks, an additional task (or section) can always be created.
        » You should ensure that documentation is generated throughout the project and the control is undertaken periodically.

- **Risk management: alternative plans and obstacles**
    - Coordinate this section well with the obstacles identified in Assignment 1. If they make sense, consider them and if appropriate add new ones.
    - One way of overcoming these obstacles could be to allocate more time to (overestimate) some tasks. If you do this, explain why. Another method could be to define an alternative plan with new tasks to overcome the obstacle (define a plan b or a set of alternative tasks). In this second case, the new tasks should not be included in the standard planning (or in the Gantt chart). They are simply an alternative plan B that you can keep in reserve in case the risk becomes a reality. However, the last day of the project must be planned so that the project can end on time if the plan Bs are activated. As a last resort, you can always justify a reduction in scope.

GEP. Self-evaluation

Assignment 2. Time planning

NAME:

Assessment rubric

		Succesfully attained (4)	Suitably attained (3)	Unsuitably attained (2)	Not attained (1)
Contingut	**Description of tasks**	The tasks have been identified and described with excellence. It is found that: a) the detail is at task level (not at the level of sentences or groups of tasks) and the explanations are complete, b) estimates in hours are given for each task, c) the logical sequence of tasks is described and the dependencies of precedence have been explained, d) the required human and material resources are included and e) a table summarising the tasks is included.	The tasks have been identified and described reasonably well. The following have been done reasonably well: a) the detail is given at task level and the explanations are quite complete, b) estimates in hours are given for each task and c) the logical sequence of tasks is described and the dependencies of precedence have been explained. However, point d) inclusion of the required human and material resources and point e) inclusion of a table summarising the tasks could be improved.	There are shortcomings in the most important points, which are a) the detail is given at task level and the explanations are quite complete, b) estimates in hours are given for each task and c) the logical sequence of tasks is described and the dependencies of precedence have been explained.	The most important points are written very badly: a) the detail is given at task level and the explanations are quite complete, b) estimates in hours are included for each task and c) the logical sequence of tasks is described and the dependencies of precedence have been explained.
	Estimates and the Gantt	The estimates and the Gantt are excellent and credible, as: a) the estimates have been given in hours and are justified, b) concurrence in the Gantt is realistic and c) explanations in the document and the Gantt contents are consistent.	The estimates and the Gantt seem to be suitable, but all or some of these factors could be improved: a) justification of estimates in hours, b) concurrence in the Gantt and c) consistency between the explanations and the Gantt.	The estimates and the Gantt do not seem to be good enough; there are considerable shortcomings in all or some of these factors: a) justification of estimates in hours, b) concurrence in the Gantt and c) consistency between the explanations and the Gantt.	The estimates and the Gantt do not exist or are done very badly, in relation to a) justification of estimates in hours, b) concurrence in the Gantt and c) consistency between the explanations and the Gantt.
	Risk management: alternative plans and obstacles	The proposed solutions to potential obstacles are coherent and defined with excellence. The following are explained: a) alternative tasks, b) how they would affect the total duration of the project and c) the additional resources that are required. It seems that the project will end on time.	The proposed solutions to potential obstacles are reasonably well defined. The following are explained: a) alternative tasks, b) how they would affect the total duration of the project and c) the additional resources that are required. However, the coherence could be improved. It seems that the project will end on time.	The proposed solutions to obstacles are unsatisfactory. Improvements are required in the explanations of a) alternative tasks, b) how they would affect the total duration of the project and c) the additional resources that are required. It does not seem likely that the project will end on time.	Actions to correct potential deviations in the initial planning or solutions to potential deviations are very inconsistent. There is a lack of coherence. Completing the project in the expected time seems highly unlikely. The project may not end on time.
Structure and style	**Organisation**	The document is structured excellently: logically, well formatted and with well-linked sections. The title page includes relevant data. The pages, tables and figures are numbered.	The document is structured quite well. There is room for improvement in some of these aspects: the logical order, links between sections, formatting, title page data and page, table and figure numbering.	There are aspects that can clearly be improved in some of the following areas: the logical order, links between sections, formatting, title page data and page, table and figure numbering.	The information provided does not seem to be organised. Many aspects could be improved. There is no rigour in the structure or in the formatting.
	Clarity	The content is very clear and ideas flow logically. There is no need to read a paragraph twice, because the writing style is very precise.	The content is clear and ideas flow logically. Despite minor problems, the document is readable.	Ideas do not flow logically. It is difficult to figure out what the text is saying. Some paragraphs need to be read twice to understand their meaning.	It is very difficult to understand the content. Ideas do not flow logically. Most of the paragraphs need to be read twice to figure out what they mean.
	Writing	The document is free of grammar and spelling mistakes.	Few grammar and spelling mistakes.	Some grammar and spelling mistakes.	The document is full of grammar and spelling mistakes.

Final feedback

Description of tasks	Nevertheless, you must be very careful: length of a large number of tasks (except tasks G) described in sections 1.2 to 1.5 differ from them included in the task table !!! You shall distinguish also between the different roles you may perform within each task.
Estimates and the Gantt	
Risk management: alternative plans and obstacles	I miss some level for further precision regarding the suggested solutions and the impact on the duration of the concerned activities / tasks. To plan carefully all these aspects enables you to monitor easy the result of the proposed alternative measures.
Organisation	
Clarity	
Writing	