

Practical: Project planning tool

Preparation

- Team admin creates an account and company on teamwork.com
- Invite your team mates into your company (you may want to give them admin rights)
- Invite your supervisor and Mr Tang into your company

Exercise

This practical will be done on the web browser at teamwork.com

Part 1: Project Planning

Do this part as a group

1. Create a project, give it a name and description
2. Create 2 to 3 milestones
 - a. Give each milestone a due date
3. Create 3 to 5 task lists
4. Create 20 to 30 tasks, grouping them into related task lists
 - a. Create tasks without time limit
 - b. Create tasks with start & due date
 - c. Create tasks with estimated completion time
 - d. Assign each task to someone in the project (try giving everyone some tasks)
 - e. Assign some tasks to multiple people
 - f. Set priorities to some of the tasks
 - g. Set some tasks to be dependent of other tasks
 - h. Give tags to some of the tasks
 - i. Add sub tasks to some of the tasks e.g. shopping list
5. You should have some milestones and task lists by now
 - a. Attach the task lists to various milestone
6. Switch to Gantt Chart view (Tip: trying showing this to your supervisor)
 - a. Try adding tasks
 - b. Try adding task lists
 - c. Try adding milestones
7. Complete your project planning
8. Send a message to everyone in the project when planning is done

Part 2: Project Implementation

Do this part individually, over the next 3 weeks

9. Comment on tasks assigned to you by other projects
10. Mark completion on some of the tasks assigned to you

Part 3: Report Generation

Do this part weekly, then compare the reports

11. Export task list report to PDF
12. Submit the final one with your final submission