Project Planning and Management Instructions – Module 4

The Project Planning and Management Plan

As part of the first lab report for the module, your team will submit a planning document for the work to be done. This will include a list of every task to be done during the entire module with responsible team members assigned to each. It will also show how the work to date has been completed. Then, you will submit the final planning document as part of your final lab report for the module, detailing how all the work was accomplished.

One thing that makes Module 4 different from the others is that there are many more variations in how teams will approach their designs. As a result, teams could have very different lists of tasks. To prepare your planning document, your team is to:

- Carefully read and re-read the lab procedure to understand the expectations for the module
- Consult the syllabus and sign-up information for think[box] for details relevant to scheduling your work
- List the tasks that will need to be done for a successful module, in any order
- Figure out which tasks depend on others, then put them in a reasonable order and construct a reasonable timeline around it, taking into account other things going on in your lives (exams, family events, etc.)
- As a team, discuss how to divide the tasks so that each team member is both:
    - contributing equally to the module, and
    - gaining experience with coding, designing, manufacturing, testing, and writing.
- Create a well-organized schedule of all the tasks and who will complete them. As before, all team members should be able to update the schedule as the module progresses.

What to include in your Task List

The following columns should be completely filled out for the first report of the module for every task/subtask:

- A task name
- Scheduled start and finish dates
- Deadlines (Note that this is often different from the planned finish date)
- The primary and secondary responsible team members (Note that while some tasks should be done by everyone on the team, like algorithm writing and proofreading, most will require specific individuals)

The following columns will be filled out for tasks that have been completed:

- The actual start and finish dates
- The status (e.g., percentage complete)

Tasks that are in process at the time the report is submitted should have the following information:

- The actual start date
- The status (e.g., percentage complete)

The task list will always have the date and time the schedule was last revised and who made the revisions.

Living Document

Your planning document is a living document, so be sure to update and adjust the document frequently. Making revisions to the schedule is normal and expected. Finally, you should refer back to this document when completing the peer evaluations at the conclusion of the module to recall what team member was responsible for which tasks.