**3 Product and your portfolio:**In the real world, work breakdowns are used to make large tasks more comprehensible. So a challenge would be brought down in smaller, compact and overseeable tasks, which are basically the ‘assignments’ you create for yourself. Usually, criteria are attached to tasks, which will define the Definition of Done. (Basicly, the criteria have the form of student defined learning outcomes.)

During your studies here, the entire Learning Management System is used for this (Canvas, Portfolio, Feedback, everything). This will give the coaches the opportunity to give feedback on your work. Products in the portfolio can be turned in until you are satisfied with the outcome. The portfolio will in the end be used to assess your work based on the competence framework (See competence framework and also products further in this document).

**What’s in it for me:**Assignments function as a work breakdown of the challenge. So it will decompose the challenge into smaller meaningful tasks. If you just begin somewhere, or worse, start coding blindly, you’ll be shooting with buckshot in the dark. This means all the design and research is done ad hoc on the fly without any direction. So, if the red line in the figure below is the amount of work needed, not doing a work breakdown leads to a lot of unnecessary work, no direction and a lot of turns needed to stay on track  when a wrong road has been chosen.

Taking time for the work breakdown (usually after every sprint) will give guidance, context and a more focused target. It will lead to a picture more looking like this:

A red line drawn on a white board

Description automatically generated

As you can see less deviation and more focus.**The description of the assignment will hold this task.**

A black and orange line

Description automatically generated

However, tasks do need focus too. This is done by creating **criteria**with every assignment. These describe the Definition of Done. Or in other words, they describe when is the assignment completed on the level ‘Good’. More focus means the graph will look like this:



So the more focus the better and easier the work. **Especially if it is debriefed to the coaches and stakeholder.**

**In wrapup:**

* + *Assignments are a work breakdown of a challenge. During time, you get more grip, and more assignments will arise. Together they describe what has to be done for the challenge.*
  + *Criteria are for an assignment what assignments are for a challenge. They formulate the Definition of Done on a level ‘Good’.*

*In the end feedback you will be on how well the criteria, and thus the competences you’ve chosen, are met. So, it will also help you improve.*

***TIP*:*Don’t reverse engineer this. It will lead to a meaningless exercise which will feel as a bad chore. Besides doing this after work has been done won’t give the benefits described above.***

***TIP*:*Balance the number of breakdown tasks and thus the number of assignments. Try to cluster wisely it will make sure you have a better overview.***

***A good way to look at this is the competence framework, or basically the product life cycle. In the most elementary form an assignment will have research or Analysis, based on which an Advice is given, which is the basis for a Design, which will be Created and Maintained.***

**3.1 creating assignments and criteria:**How can you define a good breakdown item that can work as a guiding text in an assignment?

* + - Don’t make the assignment it too long, a few sentences is usually more than enough because the criteria (next step) will articulate it.
    - It should also be aimed at the stakeholder, Why are you doing this assignment and what is the wanted outcome
    - A user story (Scrum) could be a good source of inspiration.
    - Don’t create too little or too much assignments (gives a lot of overhead). See the top above to use the product lifecycle as a guideline.

Formulating criteria is the next step. They should articulate what the assignment is about, so it complements the assignments description.

* + - Criteria should be specific and preferably measurable (SMART), for example, “at least 15 interviews with users with a MoSCoW question list”. Also try to avoid mixing more criteria in one.
    - They should define the definition of done with the annotation level good. (Criteria are graded on the USGO scale)

Important: Make sure to articulate your criteria in your portfolio, close to the place where you put the product/deliverable, not in the product itself. The product is about the results from your work, the criteria are meant for grading and feedback, so it goes alongside with it.

**If you have written the assignment and criteria, communicate them with the stakeholder (and coach) for feedback to possible improve them.**

***TIP: To get a grip on your process and planning , use a due date on all assignments!***