

Project Planner & Management

Planner

Project Title: _____






Person/Team: _____

Date: _____

Steps

1	Identify the project tasks that need to be done. List these tasks in sequence, considering which of those need to be completed before others can start..
2	Add the time to complete each task. Select a scale, or define your own, and estimate duration (d) for each.
3	Develop timeline . Identify tasks that can be done simultaneously . More than one person is required. <div style="float: right;"> <p>The Gantt chart shows two horizontal bars starting at time 0. The top bar, labeled 'Build/Test Tube Frame', has a duration of 3 units. The bottom bar, labeled 'Build/Test Control Circuit', also has a duration of 3 units. Both bars are filled with blue segments.</p> </div> And those tasks that are dependent on the completion of another task, must be done in sequence . <div style="float: right;"> <p>The Gantt chart shows two horizontal bars. The top bar, labeled 'Build/Test Control Circuit', starts at time 0 and ends at time 4. The bottom bar, labeled 'Assemble Rover', starts at time 4 and ends at time 6. Both bars are filled with blue segments.</p> </div>
4	Assign Person/Team to each task.

[illegible]

5	Monitor/Update Gantt Chart: Track predicted vs actual task completion. Use this knowledge to improve future planning.	<table border="1"> <tr> <td><i>Build/Test Control Circuit</i></td><td>4</td><td></td></tr> <tr> <td><i>Assemble Rover</i></td><td>2</td><td></td></tr> </table>	<i>Build/Test Control Circuit</i>	4		<i>Assemble Rover</i>	2	
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