“PROJECT”

Set of activities which ends with specific accomplishment

- Non-routine tasks
- Distinct start/finish dates
- Resource (time/money/people/equipment) constraints
Project Plan

• What
  – Tasks, activities

• When
  – Schedule

• How
  – People, equipment, $’s
Tasks

• Short relative to project
• Significant
• Defined start/end points
• Assign (1) duration, (2) resources
• “verb-noun” name
  – "create drawings"
  – "build prototype"
  – “develop transmission”
Your Task

Think of three tasks for the robot project, and describe to the person sitting next to you, who will record them.

- Short relative to project
- Significant
- “verb-noun” name
  - "create drawings"
  - "build prototype"
  - “develop transmission”
Your Task

For each task, assign a duration in days
Milestones

- Tasks with 0 duration
- Mark significant project checkpoints
- Use to motivate
- Use to check progress
- Name by “noun-verb”
  - “report due”
  - “parts ordered”
  - “concept selected”
Your Task

Think of three milestones for the robot project, and describe to the person sitting next to you, who will record them. Milestones should be spread out.

- Mark significant project checkpoints
- Use to motivate
- Use to check progress
- Name by “noun-verb”
  - “report due”
  - “parts ordered”
  - “concept selected”
WBS and Gantt charts

- **Work-breakdown schedule (WBS)**
  - A “to-do” list, sorted by category
- **Gantt chart**
  - A bar chart
  - Tasks
  - Durations
  - Dependencies
<table>
<thead>
<tr>
<th>Task</th>
<th>Time</th>
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<tr>
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Closing Thoughts

• Do early!
• Plan will evolve ==> be flexible
• Identify risk areas
• Have a plan!