



Do More With Less

**Proper Planning Prevents Poor
Performance**

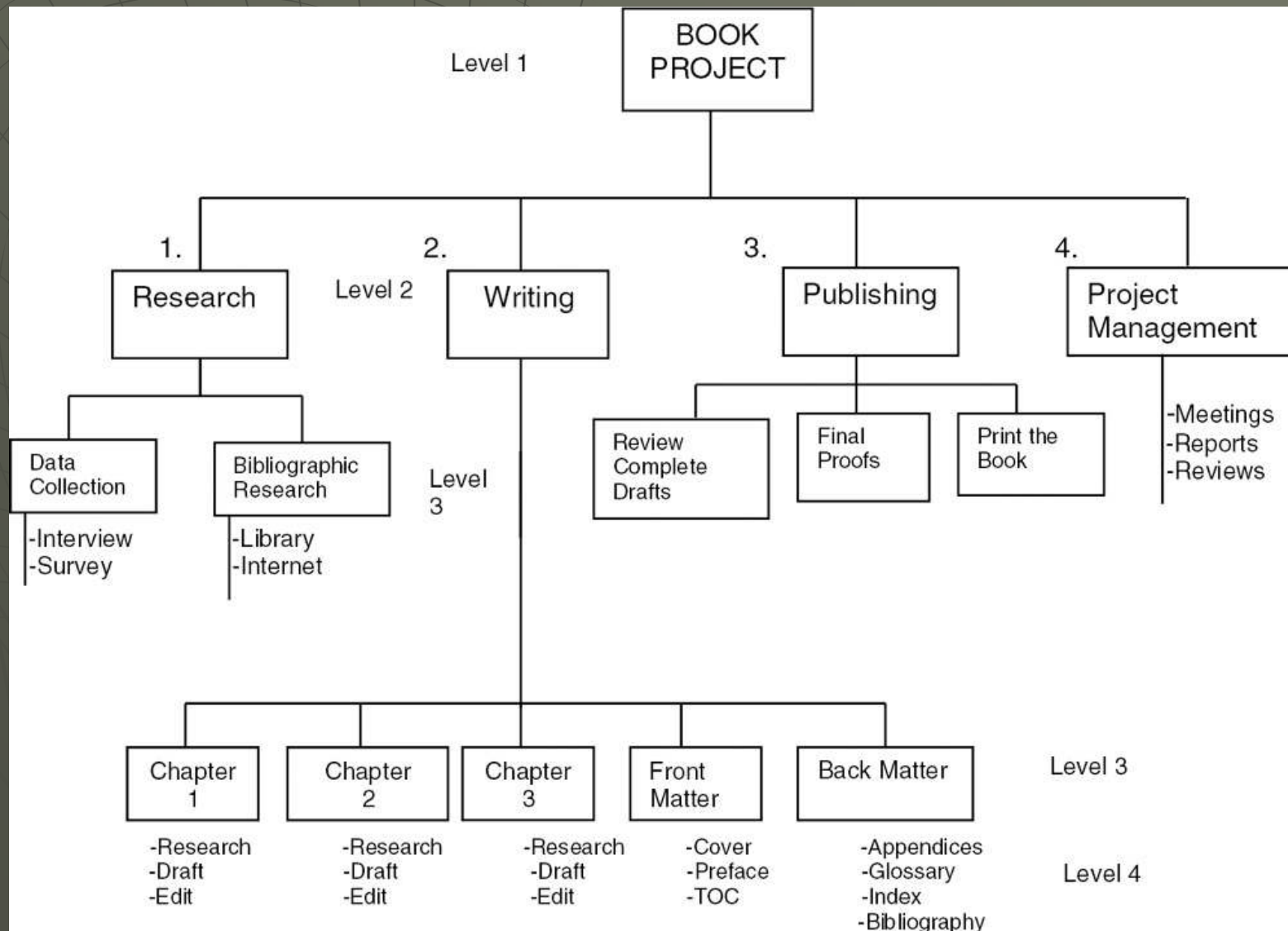
Why Plan?

- ◆ A Plan is a roadmap telling how to get from point a to point b
- ◆ Your plans form a foundation for you to approach your work.
- ◆ Planning helps you do more with less.
- ◆ Planning is both the organizational process of creating and maintaining a plan

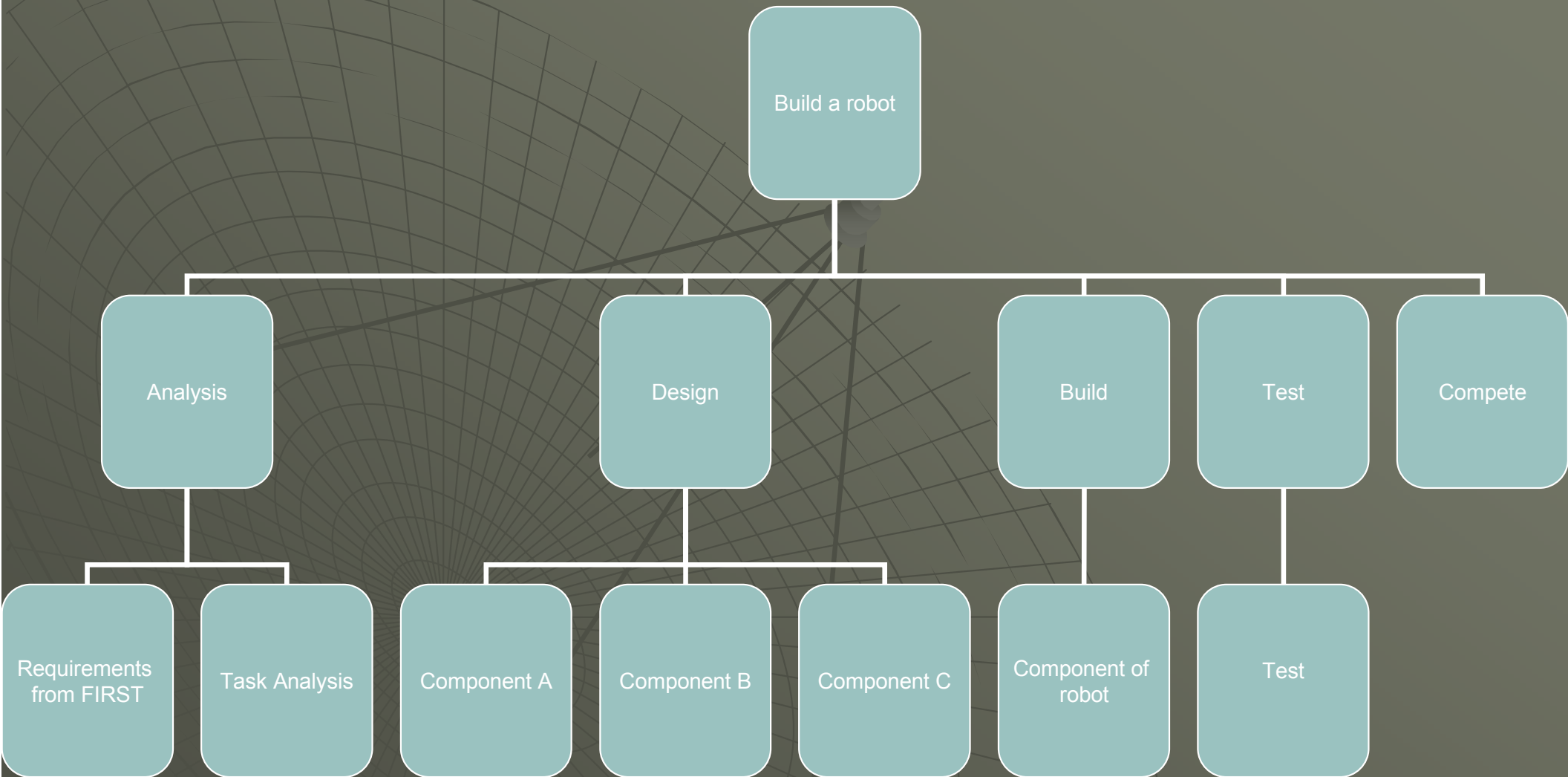
Process to create a plan

- ◆ Determine a common goal
- ◆ Identify tasks
- ◆ Identify task dependencies
- ◆ Define targeted end date for each task
- ◆ Identify owners

Example of a plan for a book writing project



Sample for the robot build



Sample plan with dates

Task #	Task	Task description	Target Completion date	must be Completed before x task	must be Completed after x task	Owner (s)
1	Requirements Review	Review requirements from FIRST	5-Jan-07	2		team
2	Identify scope	Identify which requirements we will do and which ones we will do if we have time	6-Jan-07	3	1	team
3	Task Analysis	Brainstorm tasks to be completed for each stage	9-Jan-07	4	2	team
4	Schedule	Put together a schedule with tasks and completion dates	8-Jan-07	5	3	team
5	Design component A	Detailed design of component A	14-Jan-07	8	1,2,3,4	Component A Design team
6	Design component B	Detailed design of component B	14-Jan-07		1,2,3,4	Component B Design team
7	Design component C	Detailed design of component C	14-Jan-07		1,2,3,4	Component C Design team
8	Build component A	Build component A	24-Jan-07		5	Component A Build team
	Test component A	Test component A	27-Jan-07		8	Component A Test team

Managing the plan

- ◆ Designate someone to manage the plan
- ◆ Communicate updates, accomplishments and daily activities
 - Log book
 - Web blog
- ◆ Communicate issues quickly to the team
- ◆ Change management
 - If an item must change, available task owners must be consulted and notified.

Note: This is a team activity

Documenting the Plan

- ◆ Many methods are used to capture project tasks.
 - Paper and pencil
 - White boards
 - Excel type programs (**Recommended for this season**)
 - Project management programs

Next Steps

Does the team feel planning is important?

- ◆ Identify a student to maintain the schedule
- ◆ Commit to deliver on the plan
- ◆ Commit to follow the process
- ◆ Remember the five Ps
 - Proper Planning Prevents Poor Performance