

# Project Planning • Planning Your Time

## Planning Your Time

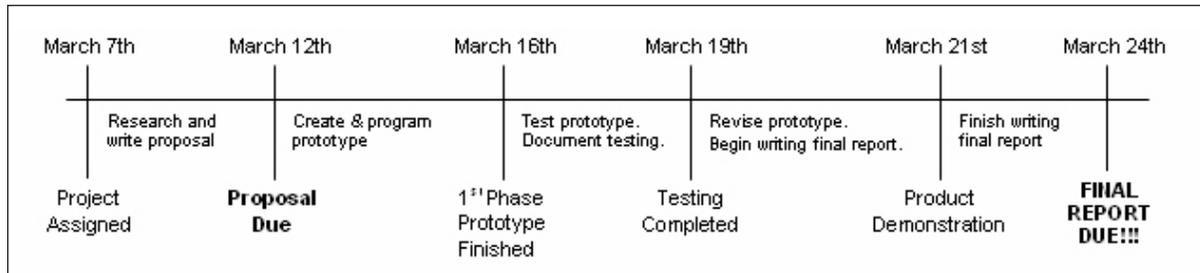
### Why plan instead of just do?

Time is one of the most critical resources in any project. Good planning spreads the necessary work over a reasonable period of time. This allows everyone to work at a consistent, sustainable pace. Poor planning leaves people stuck and idle, then forces them to scramble to catch up later on. While it does take time to plan ahead, the time (and trauma) saved more than make up for it. Good planning is a part of good doing.

### Work Planning Aids

Three key tools used by Project Managers while planning work are the Timeline, the Gantt Chart, and the PERT Chart.

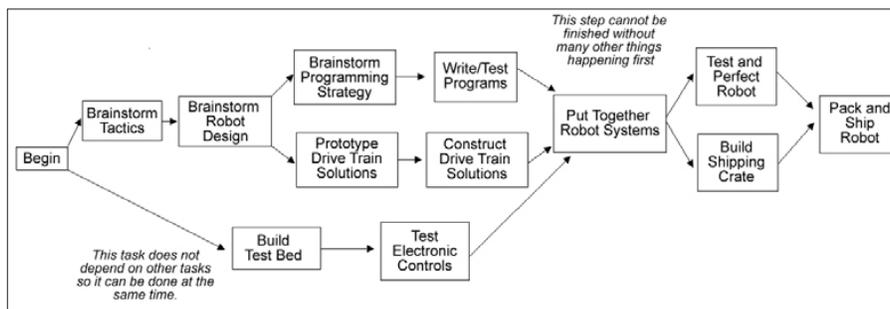
- A **Timeline** is a clean and concise visual representation of a series of events. It helps you to arrange large chunks of time and see the overall plan easily.



- A **Gantt Chart** is a more detailed description of the schedule, focusing on when individual tasks will be worked on.

	Time			
Tasks	Week 1	Week 2	Week 3	Week 4
Task 1				
Task 2				
Task 3				
Task 4				

- A **PERT Chart** is a tool for illustrating workflow dependencies. It shows the order in which tasks must be completed because they depend on each other.



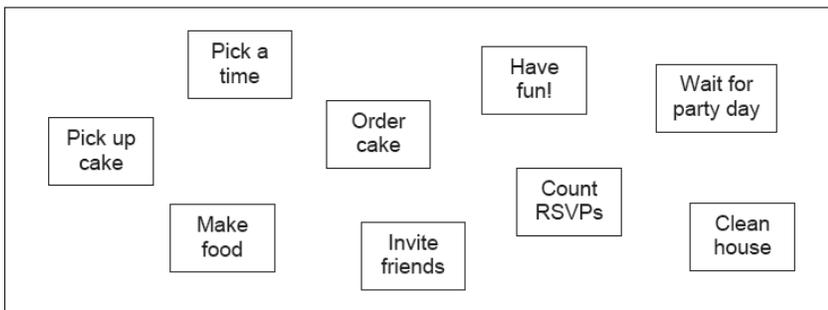
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## Planning a birthday party

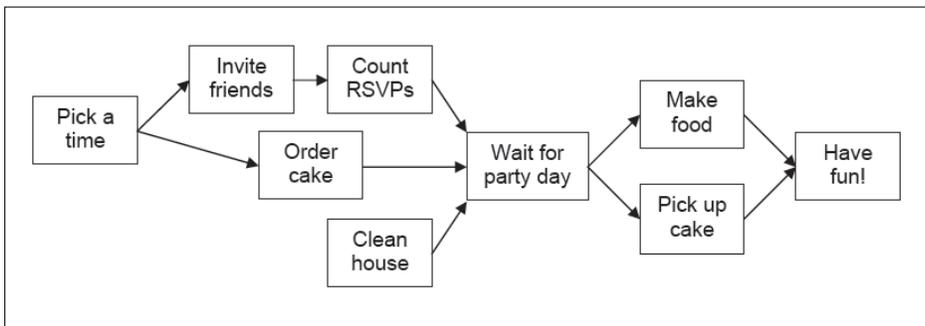
1. Construct a PERT Chart to see what must be done first, second, etc.
2. Identify dates for deliverables, both final and interim
3. Construct a basic Timeline with the set deliverables
4. Sort the tasks in your PERT Chart by due date
5. Use the dates from the timeline and the tasks from the PERT chart to build the Gantt chart
6. If conflicts arise, work within your group to reallocate resources to resolve them, & adjust your documents accordingly
7. Finished PERT Chart, Timeline, and Gantt Chart go into Proposal

### Step 1: Construct a PERT Chart to see what must be done first, second, etc.

1. Identify all the necessary tasks in the project



2. Identify dependencies – groups or sequences of tasks that must come in a certain order for one reason or another. Use an arrow to indicate tasks that must occur in a certain sequence.



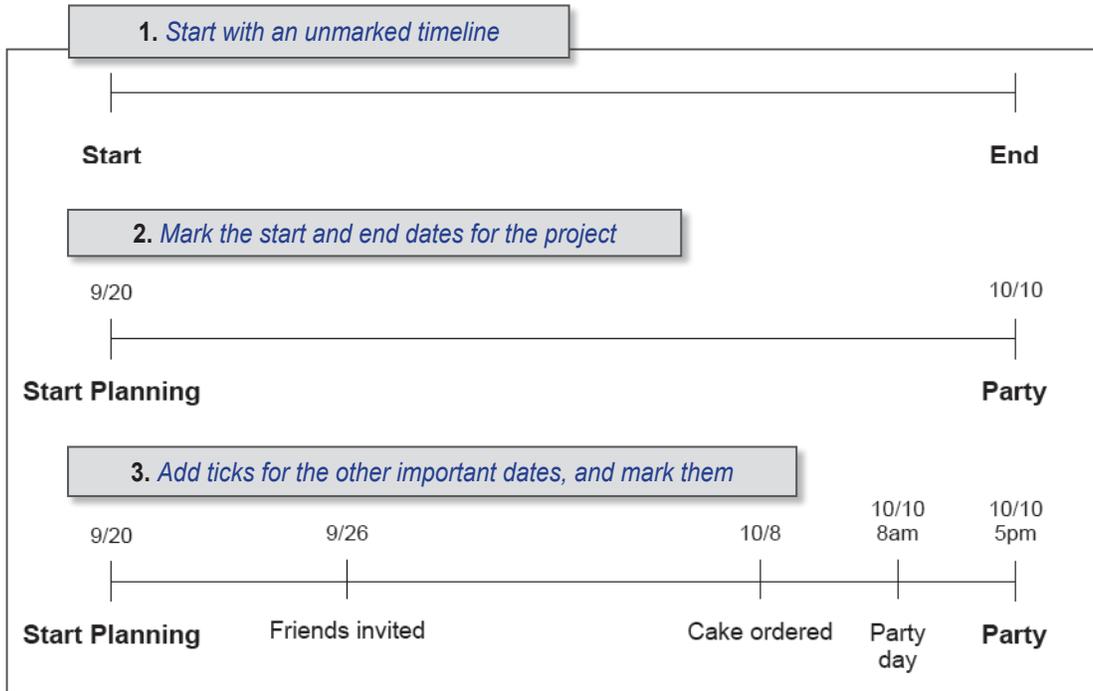
### Step 2: Identify dates for deliverables, both final and interim

List deliverable dates and deadlines

- Birthday party will be on October 10 (time TBD)
- Cake must be ordered 24 hours in advance – by October 9 – to be ready in time
- Friends need at least two weeks notice in advance (September 26)
- Final preparations must begin at 8am on party day

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## Step 3: Construct a basic Timeline with the set deliverables



## Step 4: Sort tasks in your PERT Chart by due date

