



## Unit: Time Management

# Skill 10: Planning is Proactive

### Activity A: Project Planning - Tasks and Timelines

#### Activity Skills:

Small group discussion.

#### Leadership Skills:

Understanding how to consider a project in terms of what needs to be done and how long the parts will take.

#### Suggested Level:

Advanced

#### Time:

20-30 minutes

#### Supplies needed:

- Sample projects.
- Pens or pencils to write.
- Paper or blank calendars to create timeline.

#### Do Ahead:

N/A

#### Source:

Developed by:  
Brent Betters  
AmeriCorps VISTA

#### BACKGROUND:

What will it take to get the project done? This is the essential question when thinking about project timelines. This process starts with the basic job of listing all the individual tasks necessary to accomplish the project.

#### *What to consider:*

- Identify the key people (players) who need to be involved (part of the project team)
- Clearly define the project or product that is desired – does everyone agree?
- Identify the individual tasks or to-do's to reach the end result

#### WHAT TO DO:

This activity may be done in one larger group if numbers are small, or in small groups of 3-5 people. Ask students to select a scenario for their small group. Have each group identify the players, define the project, and identify the tasks to complete it.

Have the groups review their project scenario, and ask the groups to consider what other players might be added to the team to achieve the end result. Could these other players be invited? Why or why not?

Does the project need any further definition? What details can your add? Next identify what the various tasks/individual parts of the project are. For example, if organizing a community event, there will have to be a way to let people in the neighborhood know about it; will you make flyers, put an add in the local paper, other?

Go back to the list of players and consider the team members in terms of the tasks. Identify the role of each player on the team. Are there tasks or jobs to be done that need more expertise than is on your project team? List the gaps and any recommendations from your group as to how to handle these gaps.

Map the tasks, who is responsible and how long each tasks will take on your project timeline.

#### TALK IT OVER:

#### *Reflect:*

- Was this easy or difficult?
- What was the biggest challenge in creating your project timeline?
- Did you find that more people would help or hinder the project getting done?

## Skill 10: Planning is Proactive

### Activity A: Project tasks and timelines

**Notes:**

- Where would the interim deadlines be for various parts of the overall project?

**Apply:**

- Why do leaders need to be able to develop a project timeline?
- How might you use a project timeline for your own project?
- What happens if you have forgotten key tasks along the way?

**BEYOND THE BOX:**

**Optional Homework:**

Ask students to prepare a project timeline for their own project or event as outlined in the Project Planning Worksheet

**Resources And Web Links:**

<http://office.microsoft.com/en-us/FX011718521033.aspx>.

This resource <http://office.microsoft.com>