

Card Competition

Tools/Items required:

Several decks of playing cards, Stop watch to record the time.

Set up / Rules:

Split the class into equal groups of 4 to 6 persons per group, give each group a deck of playing cards.

The purpose of this exercise is to work as effectively as possible in your teams to complete the task to lay out the cards exactly as outlined below. All cards must be in neat tidy rows with no cards touching. Each team is competing with other teams and the winning team is the one that can finish the task in the shortest possible time.

♥	A	5	J	9	2	Q	10	7	3	8	K	4	6
♠	A	5	J	9	2	Q	10	7	3	8	K	4	6
♦	A	5	J	9	2	Q	10	7	3	8	K	4	6
♣	A	5	J	9	2	Q	10	7	3	8	K	4	6



Project Time Management – Training Exercise

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Project Time Management

The knowledge area of time management typically refers to the skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals. To become an effective time manager, you should be able to clearly understand the activities of the project and have the necessary skill set to plan, schedule, and control a project timeline.

Four Steps to Project Time Management

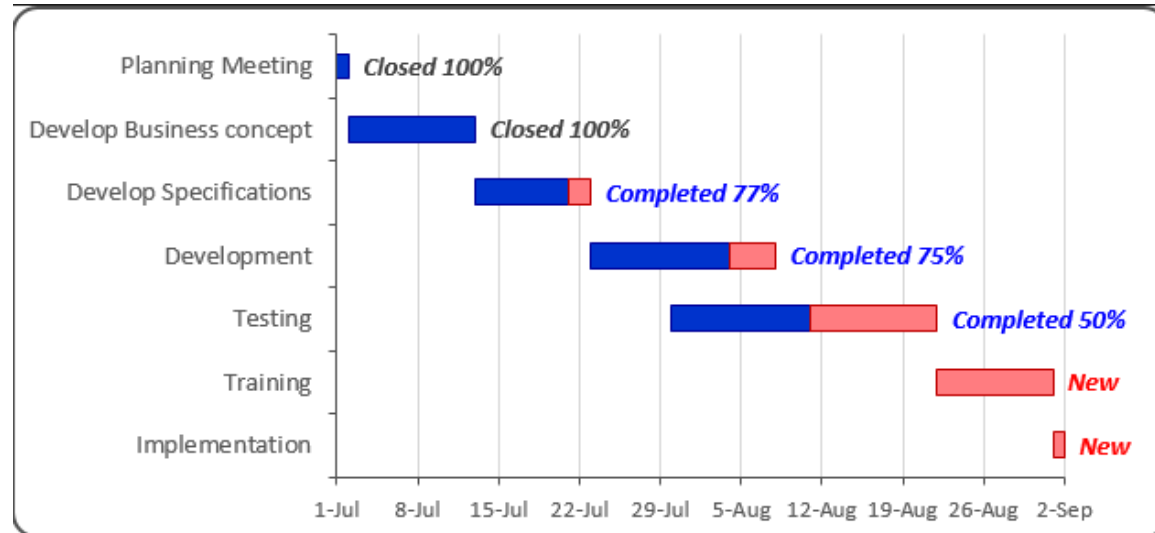
1. Define the Activities
2. Sequence the Activities
3. Estimate Activity Resources
4. Develop and Control the Schedule

Project Time Management

1. Define the Activities

This step requires you to define the tasks, milestones, and other activities needed to complete the project. Start with a basic definition of each task and fill in the details as the project gets fleshed out.

A Gantt chart is a simple and quick way to outline the entire project. Use the Gantt chart to add tasks and their estimated timeframes. Don't worry about dates at this point, but rather focus on the time it will take to complete each individual task.



2. Sequence the Activities

Once the activities have been defined, you can start putting the activities in order. Without worrying about dates, order the activities in a way that makes the most sense to you. Create subtasks as needed and organize the project in a logical manner.

Once you have the activities in order, add dependencies to each task. Using dependencies, rather than dates, will help you see the true timeline of the project. For example, if you are building a website, you'll need to design the website before you can start developing it. The design activity is a prerequisite to the development activity. If the design activity is completed later than expected, the development activity will also be pushed out to a later date.

3. Estimate Activity Resources

This step is one of the more challenging steps because it requires you to assess the supply and demand of each resource/person and how it relates to your specific project. Do you have enough resources to complete the assignment as scheduled or do you need additional resources?

Assign specific people or job roles to each task and then revise the dependencies based on the resource allocation. If a Programmer is required for 15 activities and 10 of them overlap, then you can either get an additional Programmer or accept that the project timeline will be pushed out further based on the resource dependencies.

4. Develop and Control the Schedule

If you used a Gantt Chart to create the project timeline, it should be fairly easy to develop a project schedule. Review the Gantt chart with the entire team and make sure you have complete buy-in before you start the project. Everybody should understand their role in the project and should be able to confidently commit to the timeline.

Controlling the schedule is a lot harder than planning the schedule and requires more one-on-one management than you might expect. The project manager should be carefully monitoring the status of the project and verify that the activities are being completed on time and within scope.



Project Time Management – Training Exercise

Overview :

This Fun activity will help you prove to the participants the importance of planning and delegating tasks in being able to properly manage time.

Time : 25 minutes

Tools/Items required:

Several decks of playing cards, Stop watch to record the time.

Set up :

Split the class into equal groups of 4 to 6 persons per group, give each group a deck of playing cards.

The purpose of this exercise is to work as effectively as possible in your teams to complete the following task (see rules below) and that each team is competing with other teams and the winning team is the one that can finish the task in the shortest possible time.

Rules :

You need to lay out the cards exactly as outlined below. All cards must be in neat tidy rows with no cards touching. The aim is to complete this task in the fastest possible time – you are directly in competition with the other teams in the room!

You have 5 minutes to prepare your strategy and undertake any practice runs. You may use any resources in the room to assist you in your task. At the end of 5 minutes you will be asked to submit an estimate time in which you will complete the task. You will then be asked to complete the task against the clock.

Good Luck!!



Project Time Management – Training Exercise

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Project Time Management – Training Exercise

There will be 3 rounds to the game, the idea is that each team improves their time throughout the successive rounds of the game.

What's the point from this activity?

The main learning point from this activity is to make the participants practice and experience the importance of planning and delegating/dividing work among them to properly manage their time and achieve the required task in the shortest time possible.

Discussion & Debrief :

What usually happens when running this activity is that participants don't have a good strategy during the first practice runs so they end up taking a very long time to get the task done. But what happens on the following runs is that once they start making a good strategy and divide the work among themselves, each group's timing significantly improves on the next run and the more they improve their strategy and their plan the better time they make on each of the following runs.

The main take away from this fun activity: once we have a good plan in advance we will be able to get the required tasks completed in the shortest possible time. Conversely, having no plan at all causes confusion and wasted effort (lost time).



Project Time Management

Robot Design & Build

- 6 weeks
- Assume 30 team members
- Assume 4 nights per week, 3 hrs per night
- Equals $(6 * 30 * 4 * 3)$ 2160 hours

Team Time Wasters

- Late arrivals, Early departures
- Fooling around
- Waiting for direction
- Working on the wrong things

How will Team 302 effectively manage time during the 6 weeks?



Project Time Management

- What will our build season schedule look like?
 - We meet almost every day!
 - We meet all 6 weeks of the build season!
 - We meet during all weeks of the competition season!
- What do we do during all of this time?
 - We work on designing, and implementing our robot
 - We make a plan on how we are going to get everything done
 - Different sub-teams PLAN out their tasks to meet the teams overall goals
 - Every team member is expected to be doing their best to help the team
- Come into each meeting and figure out what your sub-team's or group's plan for the meeting is

Activity (if time)

- The Lego Building challenge
- Rules:
 - There is a pre built Lego design up front
 - Each group will have 5 minutes to plan how they approach the task
 - Each group will have 10 minutes to complete the build
 - Every 3 minutes a group member may come up and look at the design for 1 minute, the 10 minutes is paused during this time (no building during this 1 minute)
 - The most recent group member who looked at the design may not touch the Legos, they may only communicate with other group members