Hi there

So this lab has a bunch of tools

The one that I am going to talk about is called Trello with a power-up called BigPicture, that allows you to capture a Gantt chart, which looks like this and gives you a picture view of a project

Have you ever done something like making a meal and got half way through and realized that "I don't have some things I need", like maybe a key ingredient for your meal.

Sure you have

If you think about it, what was the solution to that problem?

Chances are it was thinking ahead a bit ... planning ahead a bit

So, that's what we're doing here

First we are going to figure out what tasks we need to do, estimate how long each one takes and figure out dependencies between tasks (or maybe on resources)

But it's going to cost us some time. We are going to spend some time doing really nothing productive other than looking at thinking about what we need to do, figuring out how long it takes....

It may seem like you're achieving nothing, but it will save you from those situations where you are forgetting a key ingredient

What is a dependency? It could be a dependency on your team-mate or it could be a dependency on material. You are going to have to order some material to build your prototype.

You are going to have to wait for it to come. It might take longer than you think. It might not come at all. You will have to handle these problems.

You sort of have to do some contingency planning, where you ask "What if this goes wrong?" "What if that goes wrong?".

First though, you have to make sure you have figured out all of the tasks and how long they take.

So, if you've never done a job before, how would you figure out how long something takes?

Well, you kind of have 3 methods:

You could guess (could be better ... could be worse than this average value ... that's fine)

You could ask someone who's done it before: "When you did it the first time, how long did it take you?" Although if they are an expert, they are going to be quicker than you... but that's your option.

The third option is just to start doing it. Once you start doing it, you'll have a much better idea of how long it's going to take you. Then you have to update your plan. "I thought it was going to take me a week, but it looks like it will take me 3 weeks". Those are your choices.

These tools will help you keep track of who owns what task: It is very important to have an owner to avoid that situation: "I thought you were doing that!"... "Oh No, I thought that ***you*** were doing that!". You know what I mean. Avoid that.

So,...

* Have a clear idea of what the tasks are
* Have a clear idea of who owns them
* Estimate how long each task takes
* Figure out the dependencies

That will help you out and hopefully save you time later, even though it costs you time now... doing nothing apparently productive.

In fact, you are planning and scheduling time **ahead** of doing the actual work

Good luck with Trello! Good luck with the Gantt chart power-up called BigPicture!... and enjoy the lab.