

Effective project management

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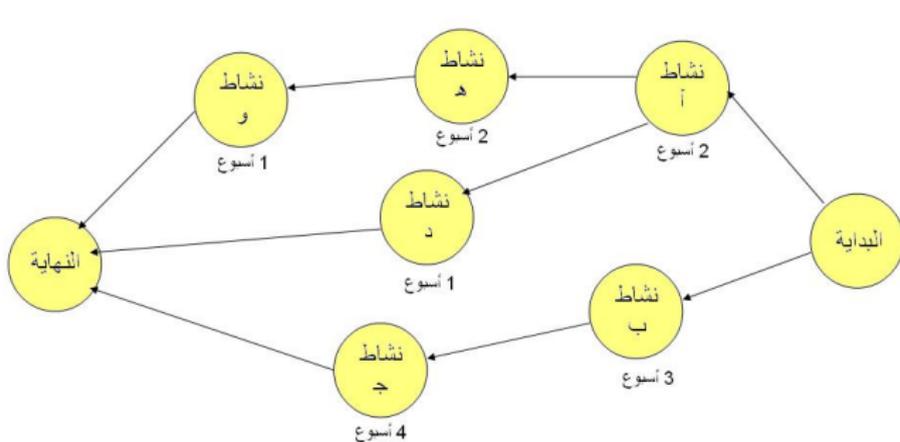
Goals and sub-goals



Making a cup of tea - breaking down into sub-goals.

- ▶ Boil water
- ▶ Get kettle
- ▶ Get cup
- ▶ Get tea bag
- ▶ Get milk
- ▶ Pour water on tea bag
- ▶ Add milk

Critical path analysis



What order do the sub-goals need to be achieved in?

- ▶ Get cup / get kettle / get tea bag
- ▶ Boil water
- ▶ Pour water on teabag
- ▶ Add milk
- ▶ Tea made!

Deadlines and sub-deadlines



Use final deadline, and time estimates, to set sub-deadlines.

- ▶ Get cup (7.49am) / get kettle (7.49am) / get tea bag (Monday 10pm)
- ▶ Boil water (7.50am)
- ▶ Pour water on teabag (7.55am)
- ▶ Add milk (7.59am)
- ▶ Tea made! (Tuesday 8am)

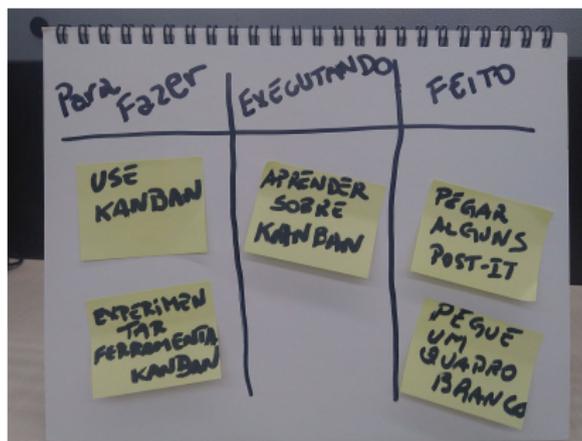
Scheduling your own time



Fitting around the rest of your life e.g. you're working Monday night.

- ▶ Monday 2pm: Buy tea bags
- ▶ Tuesday 7.49am: Get cup & Kettle
- ▶ 7.50am: boil water
- ▶ 7.55am: Pour water on teabag
- ▶ 7.59am: Add milk
- ▶ 8.00am: Tea made!

Further study



- ▶ Kanban is a technique for tracking the progress of a project
- ▶ Great materials at <https://www.atlassian.com/agile/kanban>

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