

Training Instrument 12-11

Project Management Chart

Instructions:

- ♦ Brainstorm to determine all the steps of your project.
- ♦ Place the steps in order in the chart below.
- ♦ Estimate how long each action item will take.
- ♦ If time is limited, use reverse engineering to determine deadlines by starting with the completion date and then dating each action item from last to first. Remember that other tasks may need to be rescheduled to allow time for completion of this project.
- ♦ Adjust completion date if needed to ensure that you are not creating unrealistic goals.
- ♦ Assign responsibility for the task.
- ♦ Determine any additional resources that can help with this task.
- ♦ Notes column is optional. Notes can be recorded on this chart or in project folder.
- ♦ Tracking symbols include: ✓ Complete ✗ Delete IP In Progress

PROJECT MANAGEMENT CHART

TRACKING	ACTION	DEADLINE	RESPONSIBLE	RESOURCES	NOTES
<i>Symbols:</i>	<i>Always</i>	<i>Must be</i>	<i>Who will do</i>	<i>What is</i>	<i>What needs</i>
✓ Complete	<i>starts</i>	<i>completed</i>	<i>this?</i>	<i>needed?</i>	<i>to happen</i>
✗ Delete	<i>with a</i>	<i>by . . .</i>		<i>What can</i>	<i>first?</i>
IP In Progress	<i>verb.</i>			<i>help with</i>	<i>Other notes.</i>
				<i>this task?</i>	