

# Project Planning and Tracking Instructions

IT 7993 Capstone Project

# Overview



- We will use a simplified Gantt chart to plan and track project progress and workload
- The tool template is provided as an Excel spreadsheet
- The chart should be continuously updated to reflect further planning and actual progress/status
- This information should be submitted with project plan and milestone reports
- Please ask question if you are not clear

# Task Planning and Management



- Task planning / work breakdown
  - Please learn and practice how to break a big job into smaller pieces (tasks).
  - Task granularity: We are looking for tasks ranging between 4 man hours to 20 man hours per week.



The deliverable or milestone here should be consistent with those defined in the project plan document.

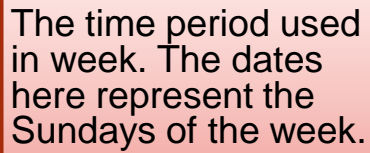
Task is a finer level of work breakdown of a deliverable or milestone. Properly plan and assign tasks to team members. They may be adjusted as the project progresses.

Completion status (a percentage) for each task.

	A				E	
	<b>Project Name:</b>					
	<b>Report Date:</b>	2/20/2020				
3						<i>Mr</i>
4	<b>Deliverable</b>	<b>Tasks</b>	<b>Completion%</b>	<b>Assigned To</b>	<b>02/01</b>	<b>02</b>
5	Research report	Resource collection	50%	Bob, Sam	20	
6		Analyze technologies	10%	Bob		
7		Write report	0%	Tom		
8	Database design	Interview users	0%	Bob		
9		ERD conceptual design	0%	Harry, Tom		
10		Logical design	0%	Harry, Tom		
11		Learning SQL Server	0%			
12		Creation on SQL Server	0%			
13		Testing	0%	Tom		
14	OS Implementation	Installation	0%			
15		Configuration for 2 scenarios	0%			
16		Testing	0%			
17		Documentation	0%			
18	Final report	Presentation preparation	0%			
19		Formal presentation	0%			
20		Final report submission	0%			
		<b>Total workload</b>	<b>350</b>		<b>20</b>	

Who's doing what? You can have more than 1 person on the same task. Just list them together.

Total workload is the sum of man hours of all weeks. Man hour is the product of number of people and hours. A four person capstone projects normally have this number in the range between **300 to 400**.



There two vertical line here to represent the milestones/phases.

[illegible]

The number means the total man hours (the sum of work hours of all people assigned to this task in this week). It is an estimate number for future weeks but an actual number for past weeks. Keep updating the numbers and blocks as the project goes on.

This is the total man hours of the week. For a four person team, the number usually range from 30 to 50.

So this red 4 means the task is delayed to the week of 3/1 and used 4 additional man hours to complete (originally planned to complete in the week of 2/22).

Use a colored cell to represent that a task is scheduled to that week. Use green for planning purpose. If the task is completed on time, leave them as green. If a task is delayed and beyond the original plan, color the future weeks as red cell blocks to indicate the extension.



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# Notes on Scheduling



- Scheduling
  - Schedule reasonable amount of time for each week. Don't crowd all things together. Learn to spread them.
- Tools
  - Please use the template provided.
  - You may use other project or task management software tools but need to make sure they can provide the same information as the template provided by the instructor.

# More Information and Resources



- Gantt chart
  - <http://www.gantt.com/>
  - [http://en.wikipedia.org/wiki/Gantt\\_chart](http://en.wikipedia.org/wiki/Gantt_chart)
- Task management
  - [http://en.wikipedia.org/wiki/Task\\_management](http://en.wikipedia.org/wiki/Task_management)
  - [http://www.tutorialspoint.com/management\\_concepts/work\\_breakdown\\_structure.htm](http://www.tutorialspoint.com/management_concepts/work_breakdown_structure.htm)
  - <http://www.exforsys.com/career-center/task-management/create-task-management-plan.html>
  - <http://www.workbreakdownstructure.com/>
  - <http://www.dummies.com/how-to/content/how-to-create-a-work-breakdown-structure.html>