

## Prototypes to Products, SP.724

### Homework #3, three week schedule

Assigned: Thursday 9/15/05

Due: Tuesday 9/19 or 9/20 **at your consulting session**

Deliverables: One schedule per team, bring a printed copy to the consulting session. Email to instructor beforehand.

Come up with a detailed list of things you plan to accomplish during the next 3 weeks. This should be based on the first items in your Gantt chart. You can make a mini Gantt chart if some things are dependent on other things (i.e. design, build, assemble), or a list of tasks if they can all be done in parallel (i.e. purchase items A-Z).

(Note on Gantt charts, if an item is not dependent on another item, it should be listed early on the Gantt chart. For example, building something from a piece of metal has to come after you purchase the metal, but buying some paint for it can come at the beginning, and does not have to wait until the item is built. Do things in parallel whenever possible. This will save time because you will not have to spend time waiting for the paint to be delivered when your item is otherwise ready to go.)

Write down a clearly what is going to be completed each week (either using the Gantt chart or due dates on your list.)

The tasks on the list should be bite sized and there should be many of them (5-10 items). If a task is going to take more than a couple of hours, break it up into smaller tasks. The objective is to be able to check off tasks as you go, and see whether you are on schedule. If you have one big task, "do the project", you cannot measure progress, delegate work if you have teammates, or tell when you have finished. It is also much less intimidating to start a small task than a big one.

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EC.S06 Prototypes to Products  
Fall 2005

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