Planning - Setting up Dependencies of Tasks

• What is the purpose of this recommendation?
  o Setting up a time-line for tasks can be an extremely daunting task that is very difficult to not only originally organize but to keep organized throughout the quarter. Creating dependencies of tasks can not only help keep a team organized but also make sure everything is being completed in the correct order. This will avoid team members waiting on each other to complete tasks so they can move on.

• Where did this recommendation come from?
  o Many teams understand that tasks need to be completed but only two of the teams (P07006, P09006) broke tasks down into a full schedule with prioritizing.

• How can this recommendation be implemented?
  o Require teams to create dependencies among tasks, as a portion of the planning grade on the rubric.

• What is the time-frame and manpower required to implement this recommendation?
  o Less than one hour to edit the rubric.

• What projects will this benefit the most?
  o All projects structures will benefit equally.

• What are the Pros and Cons of this recommendation?
  o Pros
    § Helps mitigate delays within a team.
    § Avoids miscommunication on what is to be done and who has to do what task.
  o Cons
    § Requires extra time by the group leader and leads to come up with a comprehensive schedule of tasks
• What are the risks associated with this recommendation?
  
  o Extra time spent on planning and scheduling could cause teams to get behind on the all important other first steps.

• How are these risks to be mitigated?
  
  o This recommendation should initially cost a team some time, but in the end it should make up the time due to the ease at which the tasks are now organized.