Planning - Milestones Established for Each Major Task

• What is the purpose of this recommendation?
  o Teams will spend addition time planning, and thinking about what tasks should be completed by specific times; more than just “this has to be done before the design review”. Optimal criteria which are more likely to be completed if milestones are established are:
    § Major tasks broken into sub tasks
    § Start and end points clearly defined
    § Schedule was updated in regular intervals
    § Resources defined for each task
    § Use of Gantt chart or similar scheduling tool
    § Use critical path or PERT method

• Where did this recommendation come from?
  o Our in depth analysis (MSD I Project Planning – Optimal Criteria) has shown that no teams made milestones for each major task.

• How can this recommendation be implemented?
  o Require teams to establish milestones for each major task, 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 project types will benefit from a more specific project plan.

• What are the Pros and Cons of this recommendation?
  o Pros
Teams will be more likely to perform higher quality planning, and use additional tools (outlined above).

- Cons

Many teams will complain that they do not have enough time to spend on additional planning activities.

- What are the risks associated with this recommendation?
  - Spending too much time on planning will negatively affect the project outcome.

- How are these risks to be mitigated?
  - Include planning time in the schedule, so that small updates are done each week. This will not require a significant amount of time.