

Building Your First Work Plan

A Work Plan

List of itemized tasks

List of individual responsibilities

Includes a time element

Includes a deliverables/outcome element

Step One:

List every major objective

then

Add the individual steps that must be completed

Your first time, everything you do is a task

Step Two:

For every task ... List who is responsible:

List by team

List by person

Step Three:

For every task ... List the deliverable:
How do you know a task is completed?
Where does completed work go?

Step Four:

For every task ... List the amount of time required from start to finish

Time Measurements

per week
by hours

Time ??

What if I don't know how long something should take?

How many dependents does it have?

How complex is it?

Is it something that has been done before somewhere else?

Ways to Improve Your Work Plan

Color code types of work

Create modules

Identify dependancies

Common Errors in Work Plans

Too broad

Too specific (changes constantly)

Unique Id	Activity	Start Date	End Date	Percent completed	dependency [1]	WBS [2]	Assigned To Team:	Assigned to Person:	Deliverable:	Deposit Deliverable to:	Actual Time Used:
1	Draft Letter of Solicitation to College FB Hall for Statistics	1-Aug-2012	2-Aug-2012	0		1.00	Admin	Jennifer	Completed Draft	Google Drive	
1.1	Comment to Letter of Solicitation	3-Aug-2012	13-Aug-2012	0	1	1.05	All		Comments to Jennifer	Google Drive	
1.2	Revise Letter of Solicitation	13-Aug-2012	15-Aug-2012	0	1.1	1.75	All	Jennifer	Completed Final Letter	Harddrive	
2	Draft One Page Summary of Project	2-Aug-2012	2-Aug-2012	0		1.10	Admin	Jennifer	Completed Draft	Google Drive	
2.1	Revise One Page Summary of Project	3-Aug-2012	6-Aug-2012	0	2	1.10	All		Comments to Jennifer	Google Drive	
2.2	Finalize One Page Summary of Project	7-Aug-2012	7-Aug-2012	0	2.1		All	Jennifer	Completed Final Letter	Harddrive	
3	Contact FB Fall of Fame	3-Aug-2012	3-Aug-2012	0	1	1.20					
4	Write Job Description	3-Aug-2012	4-Aug-2012	0	2	2.11					
	Receive Database from FB										

Workplan