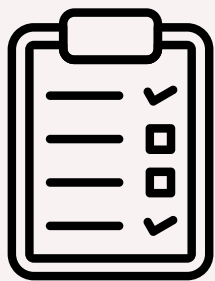


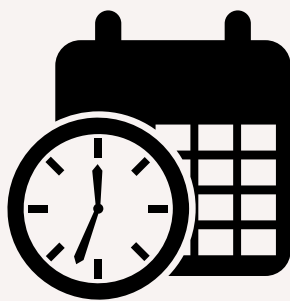
# PROJECT MANAGEMENT



1

## CREATE A CHECK LIST:

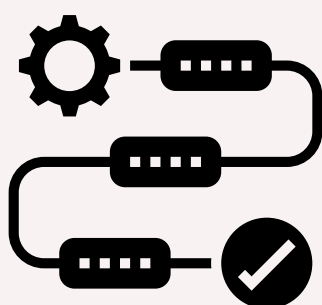
Identify the tasks then break the tasks into subtasks.



2

## ESTIMATE:

How much time will each task take?



3

## PARALLEL VS. SEQUENTIAL TASKS

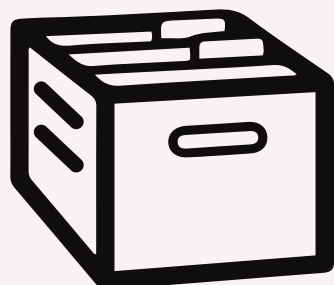
Determine if task relationships are Sequential (each task needs to be completed before starting the next one) or Parallel (tasks can be done concurrently).



4

## CONSIDER CONSEQUENCES

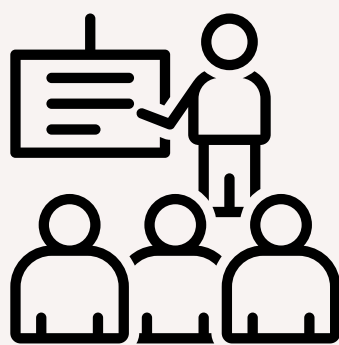
Sometimes things take longer than expected. So, allow some time for wiggle room.



5

## GET ORGANIZED

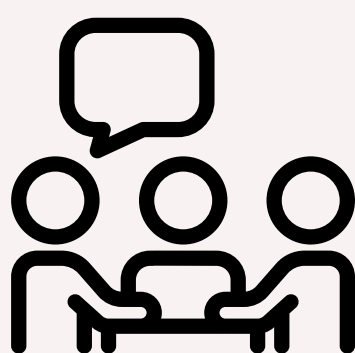
Keep a project notebook and/or programming notes. Keep your data and results together. Develop a system for filing paper documents. Create a digital archive of documents. You can use Evernote, Endnote, or Zotero for this.



6

## HAVE CHECK POINTS:

Meet with your group or supervisor regularly. Give presentations on your progress or create personal deadlines.



7

## DEALING WITH GROUPS:

Assign roles, tasks, and get contact information from group members. The problem might not be group member laziness but a lack of communication. Email your professor early in the project after you have already attempted to talk to group members via email and in person.