



STAYING ON SCHEDULE

MODULE 9

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PLANNING



- **NUMBER 1 TASK:**
 - Set goals for your team!
- **Set Goals That:**
 - Are realistic/attainable
 - Challenge you
 - Keep you busy (but not stressed)
 - Push you to learn new skills
 - Are quantitative
 - Ex: “score 50 points” (instead of “complete a challenge”)
- **Remember:**
 - Don't compare yourselves to other teams
 - Every team has a different background
 - Some teams are brand new, others are veterans
 - Some schools have many STEM resources, others do not
 - The main goal is learning, not winning
 - You get out of this what you put into it
 - Never be afraid or ashamed of needing help

HOW TO START??



- **Planning can be daunting!**
- **Let's work through an example:**
 - You are tasked with writing an essay with 2 other teammates
 - How should we begin?

Writing Assignment

- Write a 5-paragraph essay about the life of George Washington.
- You must include at least 6 sources.
- Work in teams of 3 students.
- This paper is due in 3 weeks.

- **As we complete this example, think about how these skills apply to your team's challenge.**

BREAK UP THE TASKS



- First, let's begin by listing all tasks at hand:

Main Tasks
Complete within 3 weeks
Work with 2 teammates
Use 6 sources
Write 5 paragraphs

Now we have a general idea, but what specific tasks need to be done?

CREATE ACTION ITEMS



- Now, let's dive a little deeper and create action items:

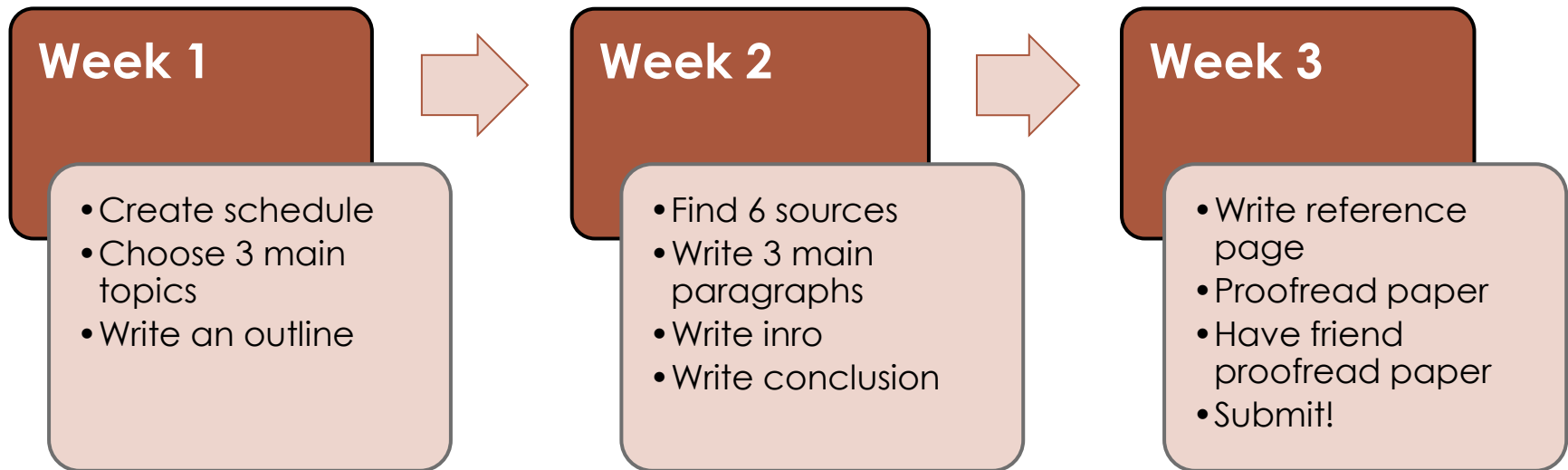
Main Tasks	Action Items
Complete within 3 weeks	Create a schedule
Work with 2 teammates	Divide tasks amongst team members
Use 6 sources	Find 6 sources to support writing
	Write a reference page
	Create in-text citations
Write 5 paragraphs	Choose 3 main topics for body paragraphs
	Write an outline for essay
	Write the 3 main body paragraphs
	Write an intro paragraph
	Write a conclusion paragraph
	Proofread the paper
	Have a friend proofread our paper

These are tasks we can actually understand and complete individually!



MAKE A SCHEDULE

- It's easy to get behind on long projects
- Write a team schedule (and stick to it!)





EXECUTION

DIVIDE & CONQUER



- **Assign Tasks:**
 - Helps avoid confusion, mistakes, and disagreements
 - Divide tasks early on and hold each other accountable

Main Tasks	Task	Person
1	Create schedule	All*
	Choose 3 main topics	All*
	Write an outline	All*
2	Find 6 sources	A: Find 2 B: Find 2 C: Find 2
	Write 3 main paragraphs	A: Write about topic 1 B: Write about topic 2 C: Write about topic 3
	Write intro	A
	Write conclusion	B
3	Write reference page	C
	Proofread paper	All
	Have friend proofread paper	All

*Hold a meeting to complete these tasks together. Being on the same page from the beginning will ensure everyone is comfortable with the plan.

COMMUNICATION IS KEY



- **Communicate with your Teammates:**
 - Create a group chat for easy teamwork
 - Are you going to be late on a task? Inform the others ASAP!
 - Have a question? Ask away!
 - Haven't heard from a teammate? Check on them!
 - Hold regular meetings to catch issues/misunderstandings quickly
- **Communicate with your Instructor(s):**
 - For class: ask your teacher for help
 - For ARC: ask your coach and/or mentors for help
- **Communicate with your Friends:**
 - Ask members of other teams for help! You are welcome to collaborate and learn skills from one another.



IMPORTANT TIPS

PLAN FOR FUTURE ISSUES



- **Always think ahead to avoid encountering surprise problems**
- **What do you Need?**
 - Supplies: are you missing any supplies (pokers, balloons)?
 - Skills: do you need to learn anything new to complete your tasks (Python, quadcopter dynamics, presentation skills)?
 - Information: is there anything you need to find out (rulebook unclear, when your team is allowed to meet)?
 - Determine your future needs early on to avoid future delays



- **Don't Forget:**
 - Get your practice field (balloons and tags) ready for testing
 - Start your presentation early and add throughout the season
 - Charge your drone's batteries after every practice
 - Read and reread the rules!
- **Be Flexible:**
 - Try to stick to the plan, but don't stress if it goes awry!
 - Help one another on difficult tasks
 - Aim to complete your goals, but understand that it's perfectly fine if you can't quite meet them
- **Most of All:**
 - Enjoy the experience
 - Learn lots
 - Don't be afraid to make mistakes!