"Cloud Computing
in the European schools"

Project: 2017-1-ES01-KA202-038471

"Criteria for working plan"

Índice

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Introduction

Why is it important to create a plan for what to do?

It is obvious that a plan helps to structurize the work and the order of work that has to be don to achieve a goal. Even only one person is working on a theme a working plan is helpful. If more than one peoples are working on a theme a working plan is absolutely necessary.

The next page contains our criteria for working in a team.

Criteria for working plans

1. Most important: defining a goal

What do we have at the end of work, when everything is done? What product do we produce? We must describe the criteria that defines the subject/product and and define their final states. Very important: the criteria must be measurable. If you look at it you must be able to define exactly the status, i.e. percentage of groth or at least yes/no.

2. Definig tasks

Every working plan must consist of tasks with a defined duration and a defined objective. As for the whole project it is nessessary to define measurable criteria for each task, where you can detect whether a task is finished or not.

3. Dependencies

Some tasks can only be done, if another task has been successfully finished. Example: you cannot start building the roof before you built the walls of a house. For every task has to be defined, what antecessors exist. If you have defined all dependencies, it is easy to biuld a Gantt-diagram, where all tasks and dependencies are chronologically shown as timelines.

4. Milestones

If the project consists of many tasks it is advisable to add some milestones to the timeline of the Gantt-Diagram. A milestone is an intermediate point in time to determine that everything is doing well and the project is on time. Example: when building a house, the roofing ceremony acts like a milestone. After a milestone session it is stated that everything is in order, or – if not – what is wrong, e.g. additional time or additional money. Even it can be stated, the the project failed.