# Project Planning Exercise for:

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## Why this exercise?

This exercise was created so that Luis can bring together in one place the activities needed to be successful as a supervisor and project manager.

While it includes the necessity for setting goals, the achievement of those goals are based on working the processes and systems to achieve them.

**Some of the benefits** will be to show Luis’ ability to:

* Think through decisions
* Work out the finances
* Interact with other supervisors
* Communicate with his bosses
* Get input from both his employees those from other departments
* Have the determination to finish a project by building micro-habits
	+ Micro-habits are the things we do consistently to get a project or task completed.

Do we expect this to be prefect? Not at all. It does need to be well thought out though.

**Due date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Scenario description: What are we building or doing? What is the ultimate goal of this project?

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## How will we measure success?

This needs to be an objective number graphable over time. **A Gantt Chart is perfectly acceptable to help accomplish this.**

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## How will we accomplish this work?

Name the strategies that support the objectives.

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## What is the work to be done?

What are the tasks in sequence that will lead to a completed project and who is responsible for each task. Write in their initials and the date they need to be done with that portion of the project. Again, the Gantt Chart will work well for this portion.

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