*Project Management by Sticky*

# Tease out the tasks

Identify each task component of the project. All components should be at a similar level of detail -- not too general, not too specific. Make a 'sticky' for each component. Brainstorm tasks without regard to time frame, sequence, or resources needed.

# Assign resources

Note on each sticky what resources are needed for each task (information, people, stuff, time).

* *Information* -- what you need to know to complete the task.
* *People* -- sign-offs, consultations, and buy-in. Consider others' schedules and preferences for how they like to be approached.
* *Stuff* – what physical materials do you need to do the job, how and when to get them.
* *Time* -- the total elapsed time from when you begin the task to when it is done. Factor in time for people to get back to you, interruptions, and other work demands.

# Give it shape

Arrange task components along a time line.

* *Serial tasks* can only occur in sequence, one after another. For example, you can only print the flyer after you have the copy so “Print flyer” comes after “Write flyer copy”. The output of one task provides the input of the next.
* *Parallel tasks* can occur within the same time frame. For example, while you’re printing the flyer, you arrange food for the event.

# Schedule and make adjustments

Add up the total elapsed time of the entire project. For parallel tasks, count the time of the longest task. Work backward from the deadline to determine the tentative start date. If the result is not within schedule, make adjustments. Be creative, communicative, and cooperative.

# Build a comprehensive schedule; incorporate into your reminder system

Create a layout for the rest of your projects and layer them into your system, one-by-one. Use templates for similar or recurring projects. Put a reminder for the beginning of each component into your system. Keep each project’s layout for reference. With everything in the system you can identify crunch times up front and prepare for them in advance.

# Keep track of your progress

At the end of each work session identify the very next step (and when to do it if needs be); incorporate it into your reminder system. Refer to the project layout to track progress. You can date and check off tasks as they happen if you like.