

Project Planning “till we Drop” Day

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Why?

We have lots of important projects going on at lots of experiments

Most projects are for many experiments

Then need to tailor for specific experiments

Need to wrap our heads around all that the group is doing

Need project documentation

Important for understand the future of SAM

Important for adding people to help

What is project documentation?

Before: Useful for planning the project

During: Useful for guiding the project

After: Useful for remembering what we did

Consists of:

Business case (why we have to do the project)

Task list (what we need to do, when to do it, who will do it, how long will it take)

Risk list (what can go wrong? what do we do about it?)

Conclusion (what happens after the project)

What's going to happen today?

We'll try to write a basic project document for each of our main projects

Focus on identifying tasks, timescales, and people

Let's NOT focus on project implementation details (e.g. should we use python 3.0 for project Q -- make it a task to figure that out)

We need to keep to time. Don't take it personally if I cut the discussion

What we do not finish today, we can complete in the near future

BEGIN...