

- Step 1** Write all the possible activities on separate sticky-backed notes along with possible deadlines for completion.
- Step 2** Estimate the possible durations for each task and write these next to the tasks on the sticky-backed notes.
- Step 3** Place them in a logical sequence to represent the phases of the project. It is important to remember that some tasks can run concurrently.
- Step 4** Work out whether there are any dependencies. Do you need to have completed any previous activities before you can start the next?
- Step 5** Based on when you expect to have completed each task, identify possible key milestones.
- Step 6** Transfer what you have created into the project plan template provided. Stand back and review what you have done. Have all tasks been captured to ensure all aspects of the project will be delivered?

