



Learning Plans, Gantt Charts,  
SMART Goals and more!



# Non-negotiables for this course

## Individuals

- Learning Plans
- SMART Goals
- Portfolio

## Project Teams

- Project Proposals
- Gantt Charts

# Learning Plans – About them

The purpose: Everyone is doing something different in this course, and this is the way of articulating it

Key terms to know:

1. **Procedural Skills**
  - ▶ Practiced abilities
  - ▶ “How to...”
2. **Knowledge**
  - ▶ Memorized information
  - ▶ “what...”
3. **Conceptual Understanding**
  - ▶ Deeper understanding of principles and big ideas
  - ▶ “Why...”

EX: How to solder

EX: How to control a motor

EX: How to plan and manage a project; how electrical and mechanical principles can work together

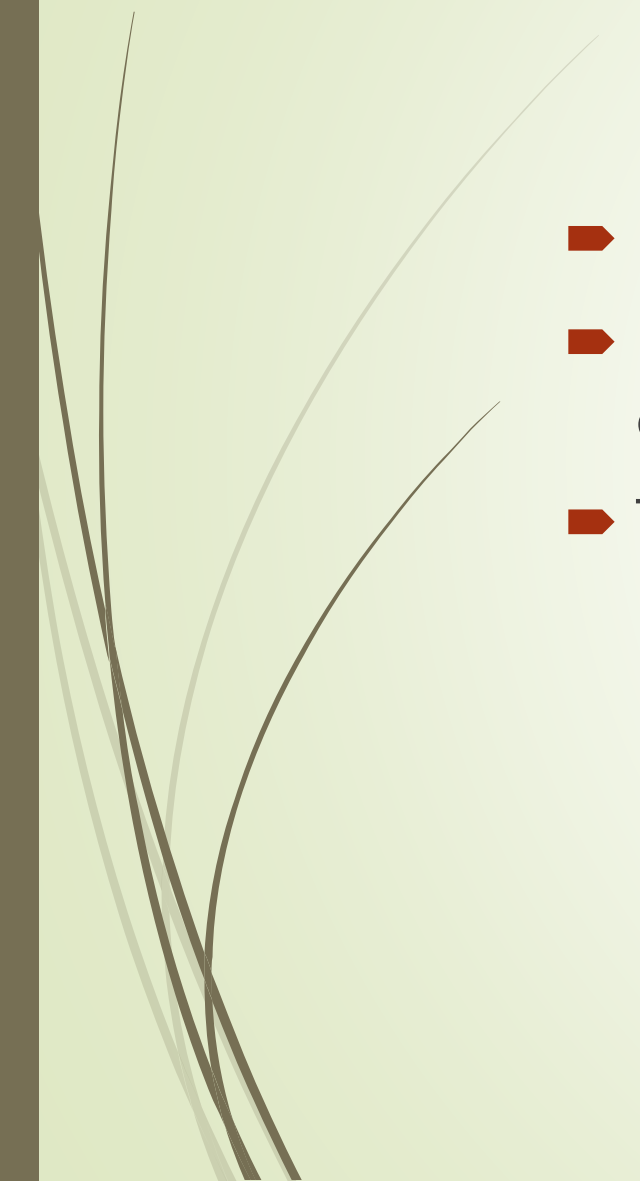


# Learning Plans – the deets

- ▶ Everyone (not just groups) makes one for the first ~3 weeks (until January 31<sup>st</sup>)
- ▶ Send to me in Slack (I'll grudgingly accept paper copies too)
- ▶ Deadline to complete: Tuesday, 1/14 (preferably sooner)
- ▶ NOT PERMANENT AND NOT BINDING!!!
- ▶ A template can be found on resources page



# Project Proposals

- ▶ ... A proposal for a project
  - ▶ Every group (not individual) starting a project needs to do this
  - ▶ Template available on resources page
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# Gantt Charts

- Why we do them: They are an educational and industry standard for managing work in a team. Being familiar with them (and more importantly willing to keep and maintain them) is an invaluable professional skill
- All projects must complete and maintain one
- Options include:
  - Maintaining an excel file (templates available or you can make your own)
  - Maintaining a google sheet
  - Creating a teamGantt account for your project and using this software (free for groups <3.1)
  - My recommendation: download GanttTemplate04.xlsx, upload it to a google sheet and then link this into your Slack channel

# SMART Goals



- Start of week: post in your project Slack channel using one of these templates
  - **SMART Goal for MM/DD:** your specific, measurable, attainable, relevant and time-bound goal.  
or  
**SMART Goal for MM/DD:**
    - S: How your goal is specific
    - M: How your goal is measurable
    - A: How your goal is attainable
    - R: How your goal is relevant
    - T: How your goal is time-bound.



# SMART Goals

End of Week

S

M

A

R

T



Specific



Measurable



Attainable



Relevant



Time Based

- End of week: post as a REPLY to your Monday SMART goal (creating a thread):
  - Write "SMART Goal Response MM/DD: and then answer the following questions:
    1. Did you complete your SMART goal for this week? Why/why not?
    2. What actions did you take to address your goal & what obstacles did you face?
    3. What new thing did you learn this week?"





# Starting a project: What you need to do

1. Create a new channel in slack (can be public or private)
2. Invite me and all members to the channel
3. Create a project proposal and post in the channel
4. Create a Gantt chart and post/link in Slack
5. Carry on!
6. ???
7. \$\$\$



# Maintaining a Project: what you need to do

- ▶ Every Monday write a SMART Goal
- ▶ Every Friday respond to your SMART Goal in a thread
- ▶ Maintain Gantt chart



Any  
questions/comments/clarifications?

## Individuals

- Learning Plans
- SMART Goals
- Portfolio

## Project Teams

- Project Proposals
- Gantt Charts

## Dates:

- 1<sup>st</sup> SMART Goal 1/13
- Learning Plan 1/14
- Learning Plan review 2/3
- Portfolio check #1 ~2/12



# Other things to do today

- ▶ I would like to buy some things for this classroom soon. On the whiteboard, please write anything which you think we need to get us in gear (belt sander paper, screws, 2x4, etc.)