



THE UNIVERSITY of EDINBURGH  
**informatics**

# Informatics Project Proposal: Tutorial 5: Planning your MSc project

INFR11137: Informatics Project Proposal

# Check list of this tutorial

1. Elevator pitch (10 mins)
2. Project management tools (10 mins)
3. Tasks, dependencies, milestones, and deliverables (5 mins)
4. Activity (25 mins)

# Elevator Pitch - Pairs (5mins)

- In this tutorial, the 'pitch' requires you to present the aims, objectives and constraints of your research (60 s)

Think about:

Aims: what you want to **achieve** with the project, e.g.:

- creating an application/making a robot/reviewing literature systematically/...

Objectives: what **actions** necessary to achieve an aim, for the "application" example:

- designing a GUI
- finding reputable guidelines for how to design a GUI
- ...

# Project Management Tools

Here are two tools that may help you with the research topic and constraints:

- Mind Maps
- Drill Down

Choose one of them to manage your project.

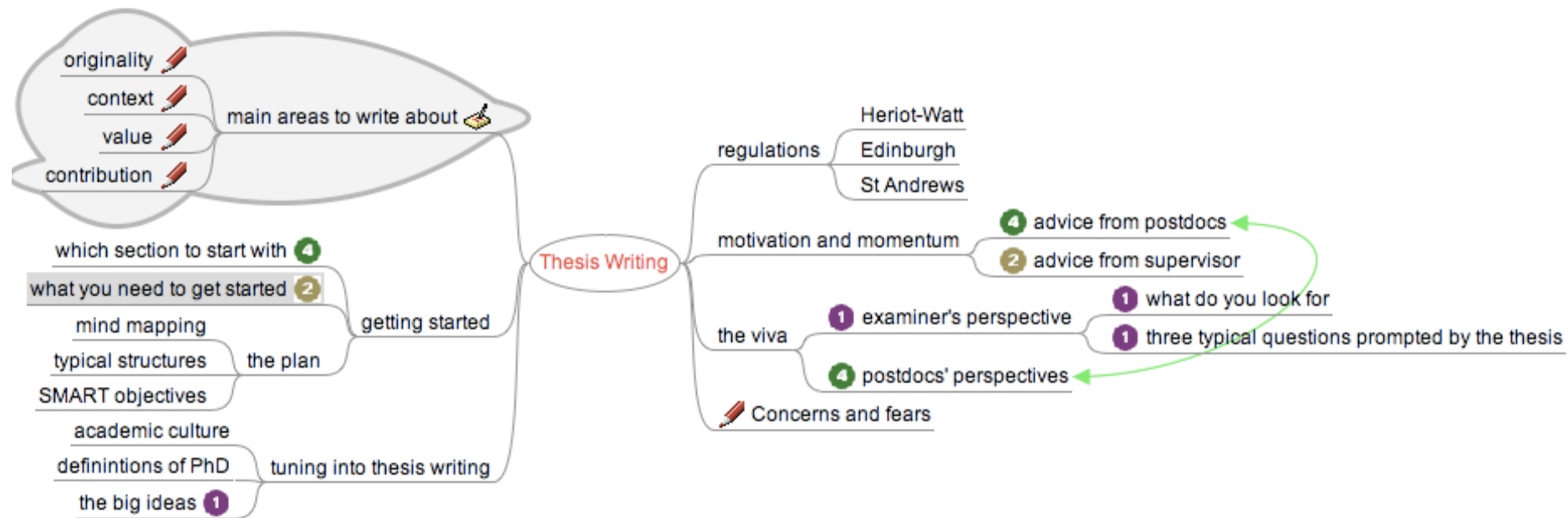
# Mind Maps (5mins)

- Useful at the earliest stages of a project
- Helps set out different possibilities for tackling your project
- Makes linkages more obvious
- Online mind map tool:

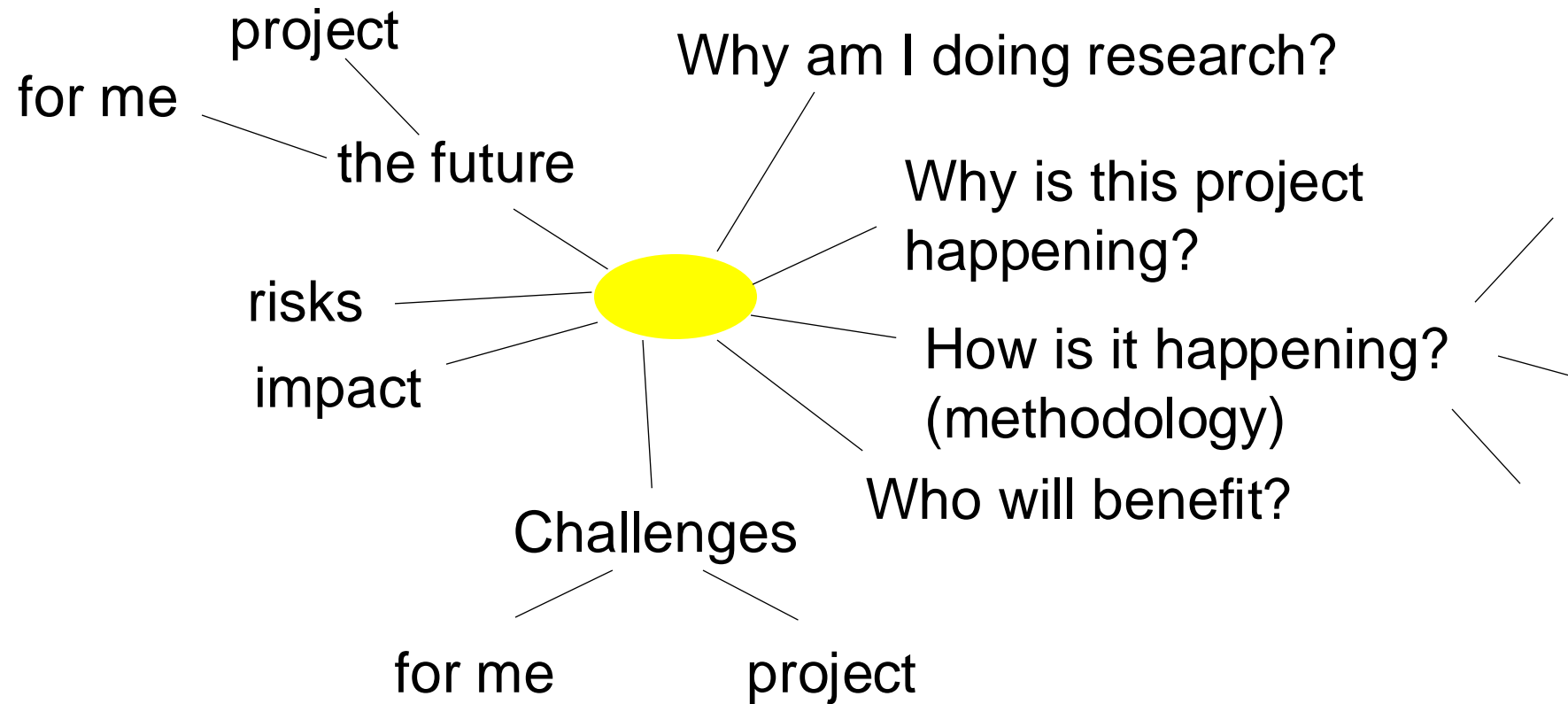
[https://www.mindtools.com/pages/article/newlSS\\_01.htm](https://www.mindtools.com/pages/article/newlSS_01.htm)

# Mind Map Example

- Use **single words or short phrases**
- Use **colors** to separate ideas
- Use **symbols/images** if helpful



# Mind Map 'Template'



# Drill Down (5mins)

- This technique may help you identify different tasks that are needed to complete your project
- Start by thinking about the problem that your project addresses
- Break the problem down into smaller tasks/action points and potential questions
  - repeat this, until they become really small steps that you know you can (or will be able to) complete



# Drill Down Example

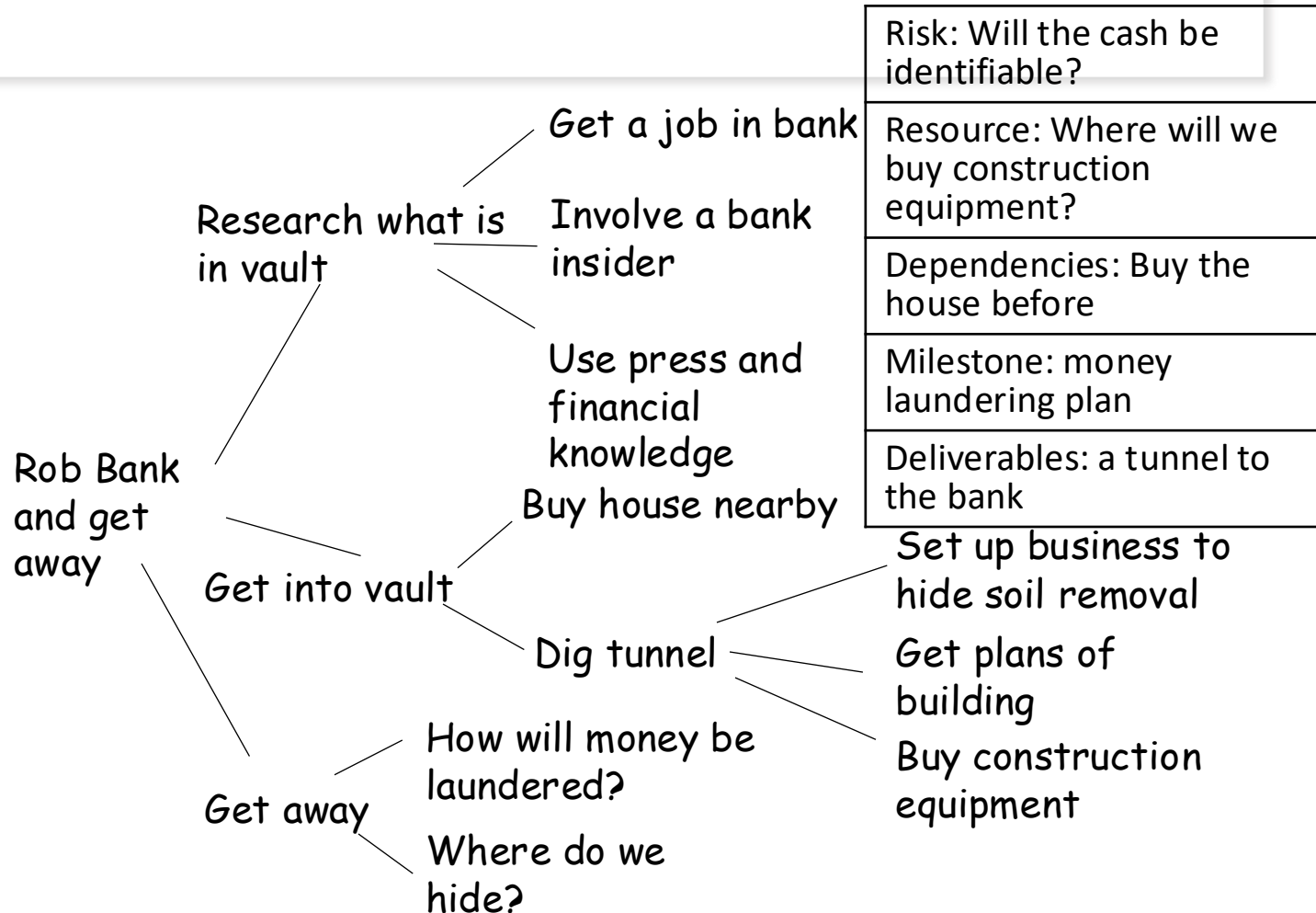
- Example: 'Record' bank robbery in Brazil

**Thieves in Brazil have stolen up to \$65m (£36m) after tunnelling into a bank in what police say could be the biggest bank robbery in Brazil's history.**

- The thieves dug a 200m (656ft) tunnel into the bank from a nearby house in the northern city of Fortaleza.
- Neighbours said between six and 10 men worked at the house, rented in the name of a company making artificial turf.
- The theft happened over the weekend but was not discovered until Monday morning because the bank was closed.
- Neighbours reported seeing vanloads of material being removed each day.



"It's something you see in the movies... They dug a tunnel that goes underneath two [city] blocks. They've been digging for three months," investigator Francisco Queiroga told the Reuters news agency.



# Tasks, dependencies, milestones, and deliverables (5 mins)

- **Tasks** – essential pieces of work that need to be completed.
- **Dependencies** – relationships between tasks based on their sequence. Dependent tasks require one or more other tasks to be completed or started before the team can start work on them.
- **Milestones** - checkpoints throughout the life of the project. They identify when one or multiple groups of activities have been completed thus implying that a notable point has been reached in the project.
- **Deliverables** - measurable and tangible outcomes of the project. They are developed by project team members in alignment with the goals of the project.

## Activity (15mins)

Use either mind map or drill down for your project to identify:

- some of the tasks/actions that you need to take to solve your research problem
- one milestone
- two deliverables

# Activity (10mins)

- Present your Mind Map/Drill Down draft to a classmate.
- Discuss your colleagues' findings (tasks, milestones, deliverables)

# Q&A

- Ask questions if you need to clarify aspects related to project management