



THE UNIVERSITY of EDINBURGH
informatics

Informatics Project Proposal: Tutorial 6: Project Implementation Plan

INFR11137: Informatics Project Proposal



Content

1. Project Management Tools (10 mins)
2. Tasks, dependencies, milestones, and deliverables (5 mins)
3. Overview of Plotting Gantt Chart (5 mins)
4. Activity 1: Generate a Gantt Chart with 2-3 tasks (10 mins)
5. Activity 2: Use Project management tools (15 mins)
6. Q&A & Draft feedback (5 mins)

Project Management Tools (10 mins)

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.

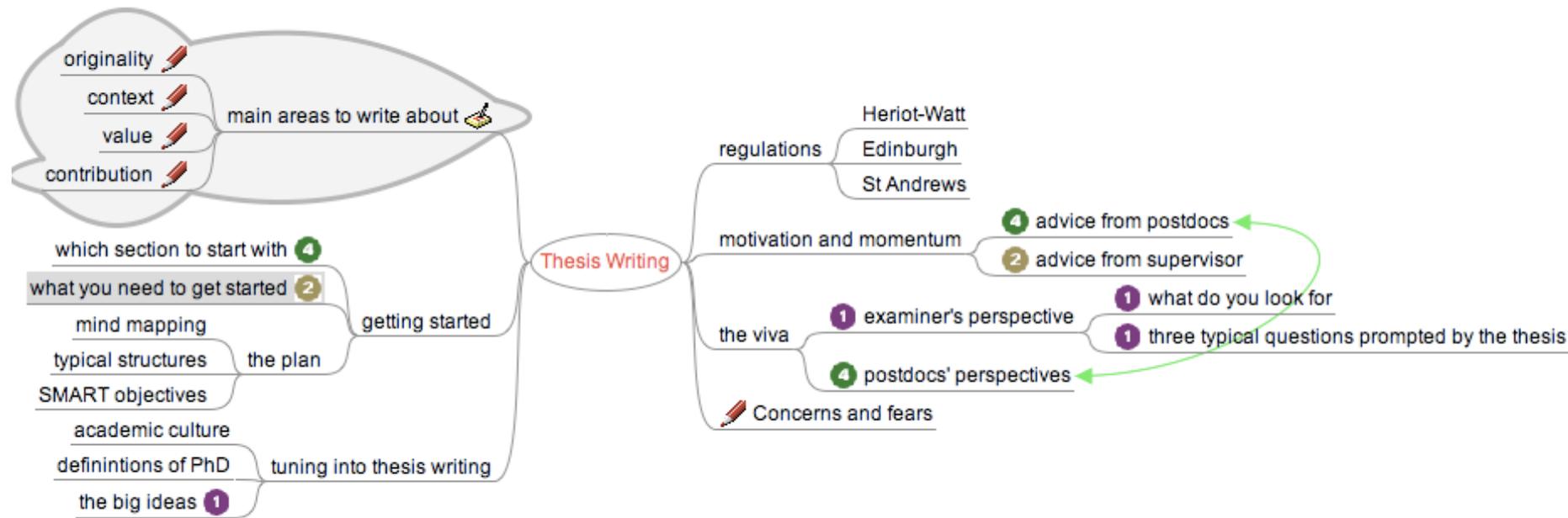
Mind Maps

- 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:

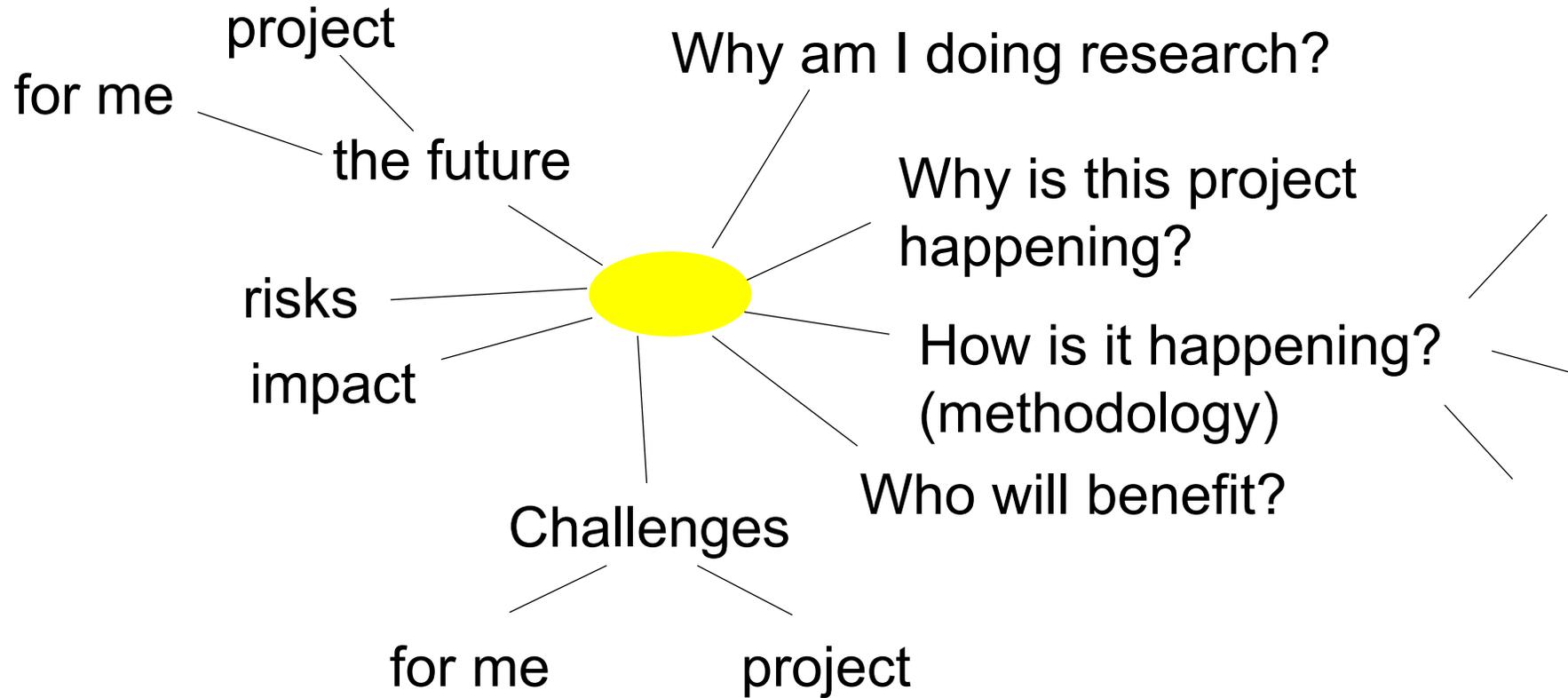
<https://www.mindmapping.com/>

Mind Map Example

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



Mind Map 'Template'



Drill Down

- 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

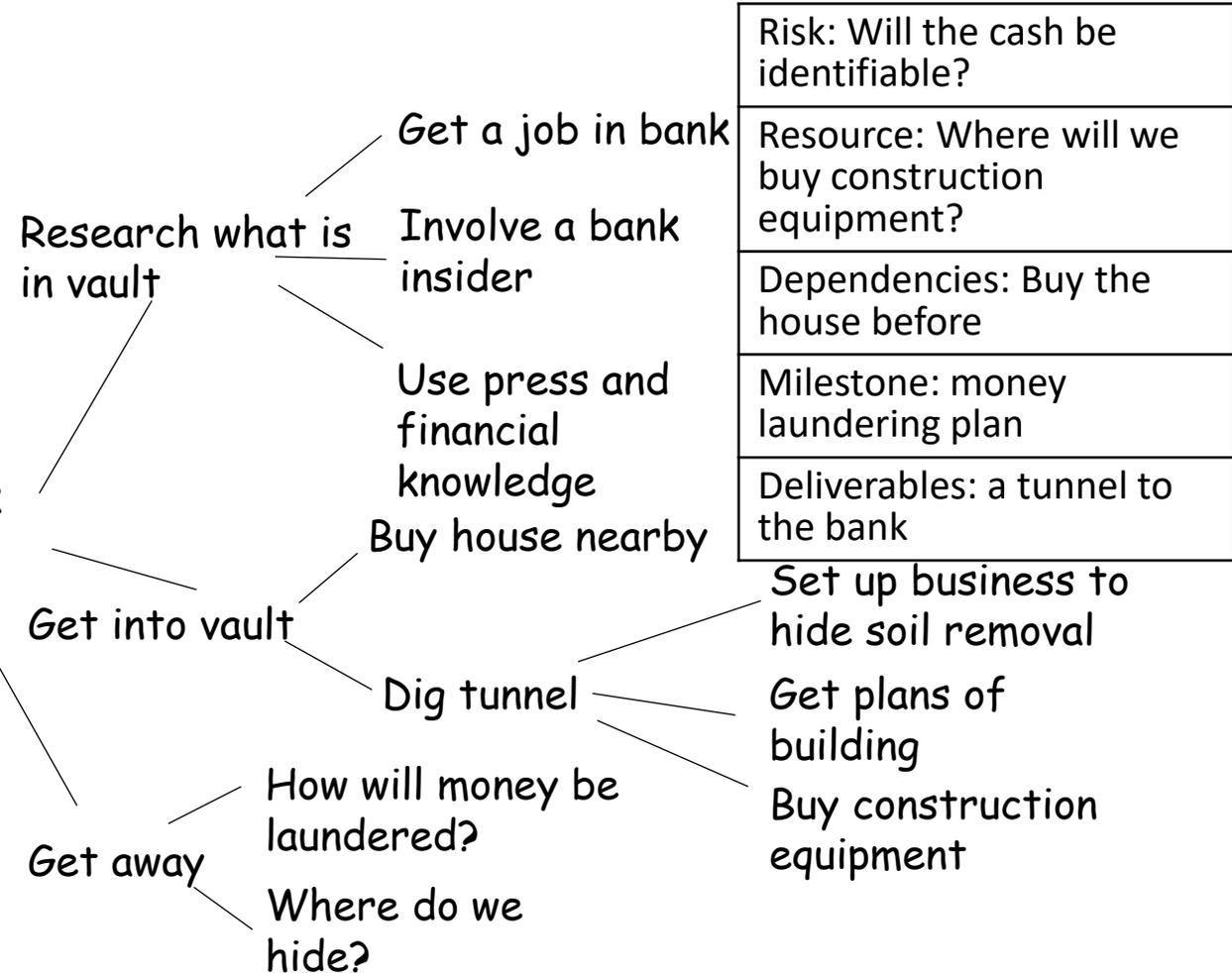
- Example: 'Record' bank robbery in Brazil

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.



Rob Bank and get away



"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.

Reminder: Key Planning Components (5 mins)

These concepts were introduced in the lecture

- **Tasks**
- **Dependencies**
- **Milestones**
- **Deliverables**

Applying the Gantt Chart to Your Project (5 mins)

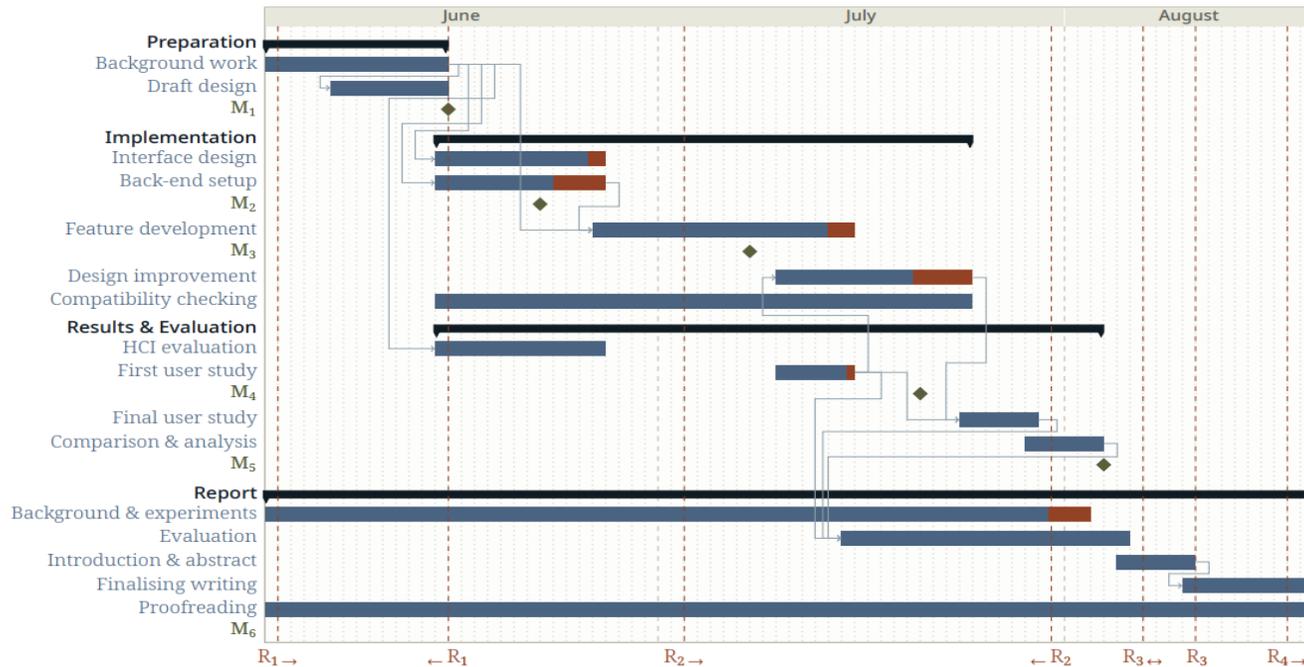


Figure 1 Gantt Chart of project activities, see Table 1 for details. Overarching bars coloured ■ represent the maximum time (including contingency) allocated per phase, ■ represents the scheduled time for a task and ■ its contingency time. Arrowed lines indicate task dependencies.

	Event	Week(s)	Description	Deliverable
Milestone	M ₁	2	Feasibility study completed	
	M ₂	3	First prototype implementation completed	Prototype
	M ₃	5	Second marker feedback	
	M ₄	7	Implementation completed	Software repository
	M ₅	7	Evaluation completed	Report draft
	M ₆	10	Submission deadline	Final report
Risk	R ₁	1–2	First busy period for supervisor	
	R ₂	4–8	Supervisor likely to be away	
	R ₃	9	Changing accommodation	
	R ₄	10	Second busy period for supervisor	

Table 1 Project milestones, deliverables, and risks (**bold** = main); see Figure 1.

Activity 1: Generate a Gantt Chart with 2-3 Tasks (5 mins)

1. Select 1 or 2 (high-level) tasks from your MSc project.
2. Estimate the time each task will take
3. Generate a Gantt Chart with your plan to complete selected tasks

Discussion (5 mins)

1. Present Gantt Chart to the entire tutorial group
2. Provide comments on Gantt Chart

Activity 2: Use Project management tools (10 mins)

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

Discussion (5 mins)

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

Q&A (5 mins)

If you have any questions, please ask your tutor

Schedule time with IPP tutor for your draft's feedback