**Outcome of this session**

By the end of this studio session, students will be able to:

- Analyse the types of skills that they are developing as individuals within a project team
- Understand the processes that are required to estimate timelines for task deliverables
- Prepare a contingency plan to accommodate changes to task deliverable times

**Preparation required**

See Activity A

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**Activity 1:**

**Group:** In Assignment 2 groups

**Part A: Planning the project**

**Preparation before the Studio session**

For your Assignment 2 project:
- Elect a project leader for your team
- Conduct meetings as required
- Analyse the requirements of the assignment (project)
- Discuss the tasks required to accomplish the assignment (project).

**During the Studio session**

In groups discuss the ‘learning curves’ that group members and the group as a whole have experienced while planning the project. For example:

1. As a project leader - What skills are being enhanced or learnt?
2. As a team member - What skills are being enhanced or learnt?
3. As a group - What specific skills/competencies do you think will be important to ensure the project is completed on time and within scope?

Record these skills on the whiteboard for general discussion with the class.

**Part B: Estimation and Contingency Planning**

In IMS1501 Studio 6 - Activity 3 last week you were asked to plan your Assignment 2 project into achievable tasks, and to estimate the duration of each task and each subtask (if any) into weeks, days, hours, to enable the project to be completed on time.

On an overhead transparency (given to you by your tutor):

1. List the reflective processes that the team went through to estimate the duration of each task. For example: Did the team guesstimate the time to complete each task? If yes, how was this achieved? Did any member of the group have historical knowledge of task completion that they were able to share with the rest of the group? Present your findings to the rest of the class.

2. Prepare a contingency plan, in case completion times of some tasks are exceeded, or tasks are completed earlier than expected. Decide who will be responsible for monitoring and updating these changes in the project plan. Discuss this with your tutor/studio academic.

**Part C: Assignment 2**

Work on Assignment 2. Discuss requirements and questions with studio staff.