

# Project Sheet 4 - Advice on Time Management

One of the challenges of a larger project is that you need to manage your time better than for a typical math subject with regular assignments. Your first project is worth 75% of your marks, and hence you might expect that the amount of work in the project was around 75-100 hours. You cannot do this in the last week!

The project has a number of milestones along the way to help you remain focused, but you should do more than this. One approach we advocate is to create for yourself sub-milestones and checklists.

Note that some of the discussion below applies to group projects and so is not relevant in AMP 1.

## 1 Timeline check-list

This check-list can be given to students to give them a guide of how to outline a timeline for their project.

- Set the milestones. These are the dates that particular sections must be completed by.
- Break the milestone down into smaller steps.
- Make sure that the steps are in the correct order, *i.e.*, any step that needs work from another step must be later in the list.
- Add estimated time to complete. You do not need to be too specific. Use short, medium, large. This correspond to orders of magnitude: short - 1 hour; medium - 1 day; and large - 1 week.
- Add completion date and time for each step.
- Allocate each step to at least two people. One to do it, and one as backup. Some steps will need everyone to do - e.g. editing.
- Check that it passes the sanity check. Enough time for each activity? Some redundancy built in? Everyone pulling their weight?
- Do it.

## 2 Example

An example timeline to illustrate the usage of the timeline check-list (Section 1).

- **Milestone 1: Complete basic analysis of gumtree data - 1st August.**

- Load dataset into R. [short / 1st June / JT:MR]  
*Note that this gives the step and an indication of estimated time - short; due date - 1st June; person allocated - Jono Tuke (JT); and backup - Matt Roughan (MR).*
- Write code to clean the dataset. [medium / 2nd June / JT:MR]
- Write code to give plots and summary statistics for each of the predictors:
  - Age, [short / 3rd June / MR:DS]
  - Gender, [short / 3rd June / MR:DS]
  - Weight. [short / 3rd June / MR:DS]
- Add figures and tables to report. [short / 5th June / JT:DS]
- Write paragraphs to describe each figure and table. [medium / 10th June / DS:MR]
- Edit report. [short / 15th June / ALL]  
*Something like editing needs everyone to do.*