

## Method description

<b>Title:</b>	Task distribution workshop
<b>Target group:</b>	Youth workers with limited experience in managing project.
<b>Issues addressed:</b>	Project planning, Gantt diagram.
<b>Aim/learning outcome:</b>	To get acquainted with Gantt diagram as a method for project planning.
<b>Objectives:</b>	To critically discuss its advantages and disadvantages.
<b>Duration:</b>	1,5 hour
<b>Materials needed:</b>	- Description of aims and objectives of several projects (see attachment), pens, markers, handouts, flipcharts.
<b>Special skills or knowledge of the trainer needed:</b>	- Good facilitation skills - You need at least 3 trainers to run this exercise
<b>Step by step instruction:</b>	<p>Step by step instruction:</p> <ol style="list-style-type: none"> <li>1. Ask participants what methods of planning they have previously used in projects they have managed. Ask what information they have gathered at this stage. Discuss which information are critical (e.g. duration, sequence of activities, responsibility and material needed).</li> <li>2. Present Gantt diagram as a suggestion to gather these information in one spreadsheet. Hand out the samples of Gantt diagram (see attachment).</li> <li>3. Divide the group in teams of 4 or 5 and hand them one description of aims and objectives for the project. The task for each group is to plan this project using Gantt diagram. Allow 30-45 minutes for this part. Ask groups to prepare self-explanatory posters with Gantt diagram.</li> <li>4. Place the entire diagram in one space. Hand the stickers to participants and give them 5 minutes to look through the posters and put the stickers next to the activities and plans they want to discuss.</li> <li>5. Circle the group up. Talk about anything that may remain unclear to participant (e.g. differences in time and resources estimation).</li> </ol>
<b>Suggestions for the debriefing:</b>	Suggestions for the debriefing: Emphasize the importance of proper estimation for the successful completion of the project. Talk about highlights in project planning.
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Gantt diagram</li> <li>2. Cases</li> </ol>