



2018 National Order of the Arrow Conference

Planning, Backdating, and the Gantt Chart: Charting your destiny: Gantt charts as planning tools

Session Length: 45 Minutes

Through this session, you will:

Explain The concept of Gantt charts and using them to chart a path to destiny

Demonstrate We will demonstrate the merits of this process, and how to do it

Guide We will guide them to plan an event using this process

Enable We will enable them to better plan events using Gantt charts

Learning Outcomes:

- Outcome 1: Understand how Gantt charts can help in scheduling process.
- Outcome 2: Ability to use a Gantt chart for scheduling
- Outcome 3: Create a Gantt chart for an induction weekend.

Theme Connection:

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- Destiny is reached not by hope but determined through preparation and planning
- The session will relate to the theme by helping brothers learn to use Gantt charts so that they can plan better events within their Chapter or Lodge

This session will help the **Lodge ** with the Journey to Excellence Requirement(s): 9 (complete service projects for council and community) and 13 (complete agreed upon projects)

Required Materials:

- Projector and screen
- speakers for video sound
- graph paper (for participants to practice building a Gantt chart)
- pencils/pens/markers
- Large sticky notes

TRAINER PREPARATION

1. Prepare Powerpoint
2. Create Gantt Chart for example lodge event -(planning a service project) for an example
3. Prepare an example on graph paper
4. Create instructions for participants to create a Gantt chart for planning a lodge event.

Session Narrative

Trainer Instructions: Directions for trainer are in blue boxes.

Introduction to Project Planning

5 minutes

Projects can be defined as a series of related tasks directed toward a major output. The management of a project involves planning, scheduling and controlling. The planning phase includes goal setting, defining what is to be accomplished and determine who will be involved. The scheduling phase relates people, money, supplies to specific activities, and establishes the relationship between activities. The controlling phase is when the project manager monitors resources, costs, quality and budgets. The Gantt chart is a popular technique to assist in planning, scheduling and controlling a project. Projects are challenging because normally many people are involved, many related and unrelated tasks are involved and the time period is generally longer than few hours. Since the project is probably critical to your chapter or lodge, it is reasonable to spend some extra time and effort to plan it out. The Gantt chart is a great tool for this purpose.

First topic

5 minutes

Project scheduling involves sequencing and allotting time to all project activities. You must decide how long each activity will take and compute the resources needed for each step. At this point, you will also decide what skills are required. Is someone needed to pour concrete or do you need materials hauled on a trailer? One popular project scheduling approach is the Gantt chart. It is a simple low-cost means of making sure activities are planned, the order of performance is documented. The time for each activity is estimated and the overall project timeline is developed.

Trainer Instructions: Have each participant identify something they have done that seemed to large to accomplish before they started. (Hiking a mountain, Eagle project, learning a role in a play, etc...)

What is a Gantt Chart? A **Gantt chart** is a type of bar chart that illustrates a project schedule.

It is visual and helps people picture what needs to be done and how far along the team is on the project. Horizontal bars are drawn for each project activity along a time line, making it easy to identify when an activity is being delayed.

Helps show interdependencies (what is the long pole in the tent) in the project. The chart shows the relationship of each activity to other activities and to the whole project. It identifies precedence relationships that is what needs to be done before other activities. It encourages the setting of realistic time estimates for each activity and makes better use of resources by avoiding bottlenecks in the project.

Second topic

15 minutes

5 Reasons for Gantt Charts

1. You Can Brainstorm Your Workflow
2. You can eat an elephant one bite at a time
3. You can set accurate deadlines
4. You can define dependencies
5. You can monitor progress

You Can Brainstorm Your Workflow- What activities need to be done to complete your project. An activity is a single task that can be completed independently of other tasks and generally has a clear starting point and ending point. You can generally assign an activity to an individual or team and they can complete it. If you are building a shed, one activity might be framing up the walls and another activity might be putting on the roof. At this point the order of the events is not that important, just figure out everything that needs to be done. As in brainstorming, do not worry about if an activity is really needed or not. You can eliminate it later. Just list everything that you think needs to be done for the project.

Trainer Instructions: Take one minute and brainstorm everything that needs to be done to set up camp when you arrive at a campsite.

You can eat an elephant one bite at a time- No one can eat an elephant in a single bite. But if you cut it up, over time you can eat the entire elephant. Tackling an entire project is a daunting task. Completing a single activity is not so intimidating. It is much easier to manage a single activity. All the project manager has to do is string a number of activities together and before you know it, the project will be done. It is easier to account for manpower, materials and costs for the single activity as well.

You can set accurate deadlines- For a simple activity, it is fairly straightforward to determine how long it will take. While it was difficult to determine how long it would take your group to get to NOAC. It is straightforward to determine how long it would take to get here from the airport in Indianapolis. We can be certain how long that portion of the trip will take even though estimating the entire trip is a bit of a challenge. However, you need to be careful about time estimates. Most of us do not like being wrong and are quite proud when we do something faster than expected.

Trainer Instructions: Play Star Trek “miricale worker” clip here.

<https://www.youtube.com/watch?v=t9SVhg6ZENw>

You can define dependencies- Once we define the project and identify the activities that compose the project, we can develop the relationships among the activities. You must decide which actives

must precede and which must follow others. We can't put the roof on the shed before the walls are up. This is a precedent relationship. Knowing the order, will allow us to build our Gantt chart.

You can monitor progress- The Gantt chart provides a quick visual and easy to understand look at our progress on the project. The horizontal axis is a time line. If you find the current time on the time line you can easily determine what should be coming up, what should be in progress and what should be completed.

Trainer Instructions:

Evaluate a simple Gantt Chart.

You can also tell what needs to be done next. This might require getting resources arranged or confirming that people are available to work on the activity. It is also important to have contingency plans ready. What if you are behind? What do you do? Maybe you can allocate more people and catch up. A nail gun might be faster than your roofing team for roofing your shed. It probably costs more, but you can make up some lost time.

Third topic

15 minutes

Applied to OA events

Group will develop a Gantt chart for an OA Induction Weekend. The guide to inductions is a great resource. The group should brainstorm everything that needs to be done for an ordeal. This is a brainstorming session, so the item may be evaluated and discarded later.

You can eat an elephant one bite at a time- Identify key activities for the ordeal Take the activities from the brainstorming and combine them into manageable activities. You should have 10 to 15 activities.

You can set accurate deadlines- Estimate labor and time. Determine who needs to do each task, how long it should take.

You can define dependencies- Identify precedent relationships. Determine the order the activities should be completed in.

You can monitor progress- arrange the tasks in order and construct bar graphs to represent the start and end time for each activity.

Takeaway Challenge

3 minutes

Please take out your notebook and pen. For the final three minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge plans programs. During your break time later today, share these with others in your chapter or lodge.

Appendix: Resources and Source Material

- <https://www.youtube.com/watch?v=RRNOXVKN9J0>
- <https://www.youtube.com/watch?v=VIm8yWpBxFQ>
- <https://www.youtube.com/watch?v=ADK58IRPKh8>