

Task Board

Idea/Introduction

Project Management systems are a very important part of the tech industry. The simplest version of these systems is a list of tasks, arranged into columns, that allow the project team to easily visualize what they have already accomplished and how much they have yet to accomplish.

Learning Outcome

Participants will be able to break down their project into individual tasks and track their progress using the task board.

Time

10 min to set up; 5 min every day

Definition

Task Board: A simple, visual way to represent the status of a project.

Activity

To create a task board, participants will need to create a poster with 4 columns: To Do, In Progress, Blocked, and Done.

As they begin the design process as a group, participants can be asked to think of all the parts of their project they can imagine. Have them describe all of these parts on post-it notes. (If they have completed the “MVP Definition” activity, they can use their list of features as a starting point, and break down those features into tasks).

The first time participants work on their task board, all of their tasks may be in the To Do section. Throughout the weeks of the App Authors program, they will move their post-it’s to In Progress, Blocked or Done, to accurately reflect the status of each task. The blocked post-it’s may be a great place to generate information for their daily stand-ups (see “Daily Stand-ups” activity).

Framing for slower-paced participants

For participants who are struggling, have a volunteer write their To Do’s on post-it’s while the participant verbalizes the features of their app.

Framing for faster-paced participants

Challenge faster-paced participants to break down their To Do’s into the smallest tasks they can imagine.