



Introduction to Project Work

Your Guide to Starting, Managing,
and Finishing Like a Pro

What is a Project?



Daily Activities



Ongoing, repetitive,
no final end date.

A Project



Specific goal, clear
steps, hard deadline.



1. Buy kit



2. Read
instructions



3. Put main
parts together



4. Glue



5. Dry



6. Paint



7. Test
and fly



Tools for Success



2
Asana:
Assign tasks, check deadlines, and communicate.

1
Trello:
Organize tasks and track progress using cards and boards.

3
Google Workspace:
Write, share, save, and collaborate online.

Mastering Trello: The Setup Phase

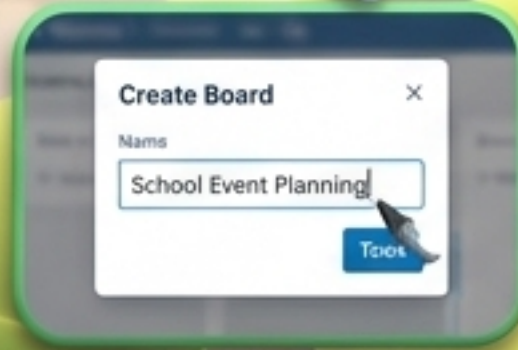


Step 1: Sign up at trello.com for a free account.



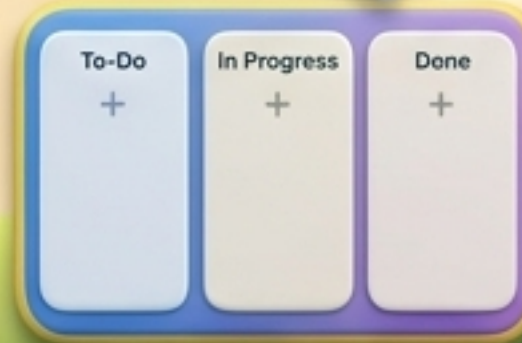
Milestone 1

Step 2: Click 'Create new board' (e.g., 'School Event Planning').



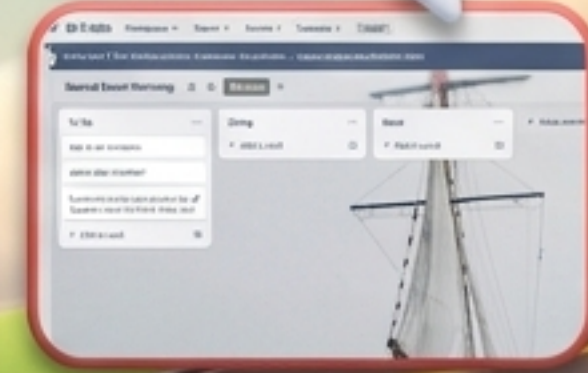
Milestone 2

Step 3: Organize into 'To-Do', 'In Progress', and 'Done'.



Milestone 3

Step 4: Add specific tasks as cards (e.g., 'Talk to members').



Milestone 4

Milestone 3

Mastering Trello: The Action Phase

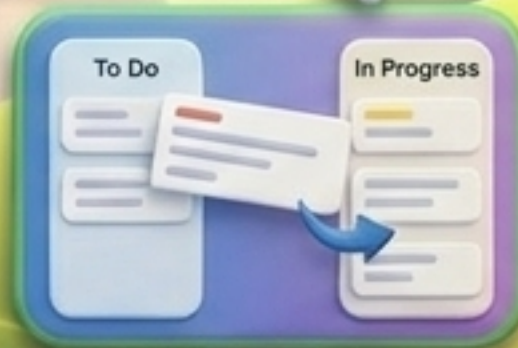
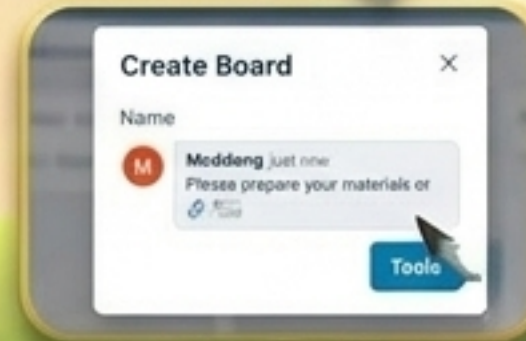


Step 8: Reflect on progress and adjust the plan.

Step 7: Add comments and attach files directly to cards.

Step 6: Move cards across lists as work gets done.

Step 5: Assign members and set strict due dates.



Milestone 7

Milestone 6

Milestone 5

Milestone 8

The 3 Stages of Every Project



What, Who, and When.
Outline the tasks, assign the people, and set the deadlines.

Execution
Send the invites, build the setup, test the equipment.

Review and Reflect.
Verify attendance, double-check arrangements, confirm readiness.



The Solo Project: Favorite Animal Report

First: Choose the animal to write about.

Then: Research habitat, diet, and behavior.

After that: Organize information into clear sections.

Next: Write the report based on structured notes.

Finally: Proofread for mistakes and make corrections.



Case Study: Movie Night



Planning Stage

Choose date/time/location.

Decide on movie.

Make and plan invitations.

Doing Stage

Send invitations.

Set up projector/chairs.

Buy snacks.

Test equipment.

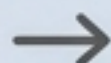
Checking Stage

Confirm headcount.

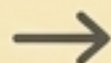
Double-check food/tech.

Prepare a pre-movie playlist.

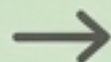
Assigned Tasks & Deadlines



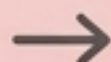
Sarah: Send out invitations



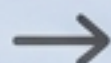
Michael: Arrange venue setup



Emily: Purchase snacks and refreshments



David: Test equipment and functionality



Entire Team: Confirm attendance, finalize arrangements, execute event.

Scenario: The Talent Show



Plan

Let's do the show in two weeks.

I'll schedule the auditions!



Do

I'll book the auditorium.

I'll set up the stage and test lights.



Check

Let's review the audition schedule.

Checking the sound system one last time!



Reflection: The team meets after the show to discuss what went well and what to improve next time.



Visual Glossary: Part 1



Project

Task with a specific goal and timeline.



Planning

Organizing tasks and setting timelines.



Goals

Specific results aimed for.



Deadline

Final date for completion.



Tasks

Smaller jobs within a project.



Coordination

Organizing people to work efficiently.

Key Vocabulary

Visual Glossary: Part 2



7



Execution
Carrying out the tasks.

8



Checking
Reviewing progress for accuracy.

9



Team
Group working together.

10



Roles
Specific responsibilities per member.

11



Progress
Advancement of tasks.

12



Reflection
Reviewing what went well and what to improve.



You Are Ready to Build!



Whether it's a model airplane, a movie night, or a talent show—plan your steps, use your digital tools, and work together. Every great achievement is just a project waiting to be started.