Planning Team Meetings

Your team will meet multiple times during the Destination Imagination season. The number of meetings will depend on how much time there is until your tournament or showcase, the ages and attention spans on your team, the complexity of the solution your team designs, the amount of time you have in your schedule as the Team Manager, and the availability of your team members.

Meetings will work best when structured around the current needs of the team. In the beginning, you will set the agenda. As the season moves along and you get to know your team better, you may need adjust the number of times your team meets as well as the length of time of the team meetings. In general, a team meeting should follow this outline:

Team Meeting Agenda (General Example)

Day & Time of Meeting: _____

TIME	ACTIVITY
10 – 20 minutes	**Reconnect as a team** ■ Consider having a snack if your meeting starts in the afternoon. ■ Review goals for the meeting. ■ Review accomplishments from the previous meeting. ■ Have team members share something good that happened during their week.
20 minutes	**Instant Challenge practice and reflection** ■ Complete one Instant Challenge. ■ Be sure to reflect on the experience. ■ Allow the team to redo the Instant Challenge in a new or better way after they reflect.
30 – 120 minutes	Planning their project or working their plan. (This time will get longer as the team becomes entrenched in building and creating a solution.) You could have a snack in the middle of this time as well.
15 minutes	Reflect on meeting results. Review plan and check progress toward the solution.
20 minutes	Instant Challenge practice
20 minutes	Set goals for the next meeting. Set homework goals for work to be done between meetings. Decide who is bringing snacks and any needed supplies for the next meeting.
NOTES:	

GUIDING YOUR TEAM

Parent Meeting Agenda

Early in the process, you will want to have a meeting with team parents. You can provide information about meetings, any team or location rules, the DI Interference policy, and how to reach you. You will want the team parents to provide their contact information as well as information about food allergies and other needs of their child. Ask parents or volunteers to help with snacks, Instant Challenge, or other aspects of managing a team.

Day & Time of Meeting: _____

TIME	ACTIVITY
10 – 20 minutes	**DI Overview** ■ Explain the educational goals of the DI Challenge Experience. ■ Ask for a commitment from families about meeting times. ■ Discuss team budget and materials expenses.
20 minutes	**Recruit parent volunteers** ■ Create a snack schedule. ■ Ask for a volunteer(s) to organize Instant Challenges for each meeting.
30 minutes	**Instant Challenge practice** ■ Have the parents and the team members solve an Instant Challenge. ■ Reflect on the experience. ■ Highlight what each person learned during the process.
15 minutes	Discuss Interference and the Interference Contract. **(page 48)**
5 – 10 minutes	Answer questions and adjourn.
NOTES:	

Meeting Agenda Templates

Below are some example templates designed to help you plan meetings throughout your DI season. (The times are just suggestions.) Meetings can be weekly or more often. As you get to know your team members, you will be able to determine how long they can productively meet. At the beginning of the season, your team might meet weekly. They may need to meet more often as they get closer to the date of the tournament or showcase. If you are managing an older team, the team members will tell you how often and how long they wish or need to meet. Use the examples as you begin, and then create your own agendas. A Blank Meeting Agenda template is available on page 30.

Helping Your Team Decide on a Challenge (1 to 4 meetings)

One of the first decisions your team will make will be deciding which Challenge to solve. Some teams know right away which Challenge resonates the best with them, while others take longer. The First Look document, found on the Destination Imagination website, is designed to help you guide your team in making a decision.

Initial Team Member Meeting
Example Meeting Agenda

Day & Time of Meeting: _____

TIME	ACTIVITY
20 – 30 minutes	Getting to know each other ■ Choose one or two activities from the Team Building section.
20 – 30 minutes	Instant Challenge practice ■ Choose an Instant Challenge from the Instant Challenge section. ■ Ask the reflection questions included in the Instant Challenge. ■ Allow the team to redo the Challenge in a new or better way after they reflect.
15 – 20 minutes	Read the Challenge Previews and/or watch the Team Challenge preview videos.
15 minutes	Discuss the Challenge Previews and determine which ones to review further.
5 minutes	Set the next meeting time and adjourn.
NOTES:	

Additional Challenge Decision Team Meetings

Example Meeting Agenda

Day & Time of Meeting: _____

TIME	ACTIVITY
20 – 30 minutes	**Getting to know each other** ■ Choose one activity from the Team Building section starting on **page 93**.
20 – 30 minutes	**Instant Challenge practice** ■ Choose an Instant Challenge from the Instant Challenge suggestions included in Roadmap. **(page 52)** ■ Ask the listed reflection questions. ■ Allow the team to redo the Challenge in a new or better way after reflection.
30 – 45 minutes	Review the First Look document or the Challenges your team is interested in solving.
15 minutes	**Is the team ready to decide on a Challenge?** ■ If yes, and all team members agree on one Challenge, set the next team meeting. Log in to the Resource Area and be sure to set the team's final Challenge selection. Begin using the meeting planning templates and benchmarks in the Guiding Your Team section of Roadmap.
Varies and may take additional meetings	**If the team members are not ready to decide on the Challenge, work through the following list of activities to help guide them toward making a decision:** ■ Ask the team members to think about each Challenge and come up with three reasons to do the Challenge and three reasons not to do the Challenge. Ask the team members to bring their reasons to the next meeting. ■ Have the team begin generating themes and ideas for each Challenge. (You can write down the ideas.) After they have listed their ideas, ask the team members if one Challenge stands out above the rest. ■ Ask individual team members to choose a Challenge and have them create a persuasive argument to present to the team at the next meeting. ■ Instead of asking "which Challenge do you like?" ask, "which Challenge(s) can you live with solving" or "can you live with solving the Fine Arts (or whichever) Challenge?" ■ If one person is objecting, ask the team member to outline his or her concerns/desires and see if the team can find a way to include the ideas in another Challenge (e.g., one team member really wants to do a musical, but the others really want to build structures. Can the team choose the Engineering Challenge and agree to make the solution a musical?) ■ Ask the team to imagine what their solution might look like when they have finished. Write down their ideas and thoughts. Does one of the Challenges fit their ideas more than the others? ■ Remind the team members that they can try one Challenge and if it doesn't work, they can choose another one. Does that make it easier for the team to choose a Challenge now? ■ Avoid a majority rules vote, if at all possible – Challenge selection is an important opportunity for the team members to begin working togther.
5 minutes	Set the next meeting time and adjourn.

Early Challenge Requirement Identification & Planning (2 To 6 Meetings)

Example Meeting Agenda

Day & Time of Meeting: _____

TIME	ACTIVITY
10 – 20 minutes	**Connecting as a team** ■ Have a snack. ■ Review goals for the meeting. ■ Review accomplishments from the previous meeting. ■ Choose an activity from the team building section. **(page 93)**
20 minutes	**Instant Challenge practice** ■ Complete one Instant Challenge from the Instant Challenges section in Roadmap **(page 52)** or from the Instant Challenge Practice Set. ■ Be sure to reflect on the experience. ■ Allow the team to redo the Challenge in a new or better way after they reflect.
30 – 90 minutes	**Plan the project** ■ Choose two or three benchmarks from the lists beginning on **page 42**.
15 minutes	Reflect on meeting results.
20 minutes	Instant Challenge practice – choose another Instant Challenge or redo a previous Instant Challenge.
20 minutes	Set goals for the next meeting. Decide who is bringing a snack.
NOTES:	

Working on a Solution (4 To 8 Meetings)

Example Meeting Agenda

Day & Time of Meeting: _____

TIME	ACTIVITY
10 minutes	**Connecting as a team** ■ Have a snack. ■ Review goals for the meeting. ■ Review accomplishments from the previous meeting.
60-180 minutes	**Create the solution** ■ The team can divide the work to build the solution. ■ Create opportunities for team members to check on progress and ask questions of other team members.
20 minutes	Instant Challenge practice – choose another Instant Challenge or redo a previous Instant Challenge.
15 minutes	Reflect on meeting results. Set goals for the next meeting. Decide who is bringing a snack.
NOTES:	

GUIDING YOUR TEAM

Preparing for Presentation at a Tournament or Showcase (2 To 4 Meetings)

Example Meeting Agenda

Day & Time of Meeting: _____

TIME	ACTIVITY
5 minutes	**Connecting as a team** ■ Have a snack. ■ Review goals for the meeting. ■ Review accomplishments from the previous meeting.
20 minutes	**Instant Challenge practice** ■ Complete one Instant Challenge from the Instant Challenge section of Roadmap (starting on **page 52**) or from the Instant Challenge Practice Set. ■ Ask the reflection questions included in the Instant Challenge. ■ Allow the team to redo the Instant Challenge in a new or better way.
30 – 120 minutes	**Create solutions** ■ Team can divide the work and build the solutions. ■ Create opportunities for team members to check on progress and ask questions of other team members.
20 minutes – if time is available	Instant Challenge practice – choose another Instant Challenge or redo a previous Instant Challenge.
15 minutes	Reflect on meeting results.
20 minutes	Set goals for the next meeting. Decide who is bringing a snack.
NOTES:	

Reviewing and Reflecting on the DI Challenge Experience (1 To 2 Meetings)

You and your team can decide how long to meet and what activities to do during your final meetings of the DI season. Review the benchmarks on **page 42**, find something fun to do together, and celebrate! If you are moving to the next level of competition, the team members will need to decide what, if anything, they want to change about their solution. They will need to set their new goals and plan the next meetings.

Blank Meeting Agenda Form

Day & Time of Meeting: _____

TIME	ACTIVITY
5 minutes	Connecting as a team:
20 minutes	Instant Challenge practice and reflection:
30 – 120 minutes	Plan and create the Team Challenge solution:
20 minutes	Instant Challenge practice – choose another Instant Challenge or redo a previous Instant Challenge:
15 minutes	Reflect on meeting results:
NOTES:	

Example Meeting Agendas for a 16-Meeting Season

These meeting agendas are designed to be used after your team has selected a Challenge to to solve. They are detailed examples/suggestions to help you enhance your team's educational experience. You may choose to follow these suggestions, use the more general meeting agendas on the previous pages, or you may create your own team meeting plan. As your team members become more experienced, they will begin to manage their own agendas and you will need to choose different activities and Instant Challenges based on the current needs of the team. If your meeting times are shorter than the times suggested here, you can use the Blank Meeting Agenda Form **(page 30)** to divide each meeting into two or more separate meetings.

MEETING 1

SUGGESTED TIME	ACTIVITY
Before the meeting	■ Read Roadmap and Rules of the Road. ■ Read the team's chosen Team Challenge at least two times. ■ Complete online training and then attend local in-person training for Team Managers. ■ Gather Instant Challenge materials. ■ Gather paper and pencils. ■ Copy the By the Numbers activity sheet. **(page 98)** ■ Copy the Mini-Challenge Blitz activity. **(page 61)** ■ Copy the Interference Contract. **(page 51)** ■ Copy the Team Interest Inventory. **(page 102)**
Connecting as a team *10 minutes* (30 to discuss the Challenge)	■ Remind the team members of the Challenge they have selected - check in to see if everyone still agrees on the team's choice (go back to the suggestions on **page 26**, if discussion is still needed). ■ Complete By the Numbers activity. **(page 98)** ■ Complete Let's Hear It activity. **(page 58)**
Instant Challenge practice and reflection *30 minutes*	■ Review Instant Challenge Practice Procedures with the team. **(page 52)** ■ Have the team complete 1 or 2 Challenges from the Mini-Challenge Blitz. **(page 61)**
Plan and create the Team Challenge solution *30 – 60 minutes*	■ Review DI Challenge and Scoring section. **(pages 10)** ■ Read the team's selected Challenge together, making note of any questions. ■ Review Interference Contract. ■ Have each team member sign a copy of the Interference Contract and take a copy home for their parents to sign (or have parents sign it at a parent meeting).
Instant Challenge practice *20 minutes*	■ Complete another Instant Challenge or redo a previous one. ■ Complete a physical play activity. **(page 99)** ■ Complete another Mini-Challenge. **(page 61)**
Reflect on meeting results *15 minutes*	■ Have the team members talk about what went well and what they would change. ■ Provide supportive/constructive comments with the team. ■ Ask the team members to complete the Interest Inventory and bring it to the next meeting.

MEETING 2

SUGGESTED TIME	ACTIVITY
Before the meeting	■ Read the Team Challenge again. ■ Gather the materials needed for the Instant Challenges. ■ Copy the Idea Generation Chart. (page 82)
Connecting as a team *10 - 20 minutes*	■ Collect completed Interest Inventory sheets. ■ Collect completed Interference Contracts. ■ Ask the team 3-4 icebreaker questions from the Getting to Know You activity. (page 110)
Instant Challenge practice and reflection *60 minutes*	■ Have the team complete the Straw Structure Instant Challenge. (page 62) ■ Discuss the Project Management Tool for Instant Challenge. (pages 55-56) ■ Discuss the Idea Generating/Focusing for Instant Challenge tools. (page 56) ■ Have the team redo the Straw Structure Instant Challenge using the Project Management and Idea Generating/Focusing tools. ■ Discuss team roles (page 54). Ask if the team noticed any team members filling those roles during Instant Challenge practice. Give your observations to the team.
Plan and create the Team Challenge solution *30 – 60 minutes*	■ Analyze the Team Interest Inventory sheets (pages 102-104). Discuss results with the team. ■ Discuss the qualities of successful teamwork: trust, common goals and purpose, good communication, respect for people and ideas. (pages 93-112) ■ Walk the team through the Team Name exercise. (page 81-82) ■ Have the team members discuss how they can use the Idea Generation Chart for generating ideas for elements other than their team name.
Instant Challenge practice *20 minutes*	Complete another Instant Challenge or redo a previous one: ■ Complete the Stack 'Em Up Instant Challenge (page 108). Have the team use the tools learned earlier in the meeting. ■ Or, if the team needs more time to build trust, choose a physical play activity (page 99) and join the team in the fun.
Reflect on meeting results *15 minutes*	■ Review team accomplishments. ■ Ask the team members what they would like to accomplish at the next meeting. ■ Check in to ensure team members are happy with the decisions made during the meeting.
NOTES:	

MEETING 6

SUGGESTED TIME	ACTIVITY
Before the meeting	■ Gather the materials needed for the Instant Challenges. ■ Review Steps 1 and 2 of the Project Management Process. **(pages 113-119)** ■ Make several copies of the Deliverable Requirements Planning Chart. **(page 130)**
Connecting as a team *10 - 20 minutes*	■ If the team is connected and cohesive, do a quick check-in and get started. ■ If the team needs more time to build trust and communication, choose an appropriate activity from the Teamwork section. **(starting on page 93)**
Instant Challenge practice and reflection *20 minutes*	■ Complete the Keep Away Instant Challenge on **page 69**.
Plan and create the Team Challenge solution *60 - 120 minutes*	■ Review the steps in project management with the team **(pages 113-119)** and discuss the examples. ■ Check the Destination Imagination website for Published Clarifications. ■ Review the Clarification process - ask the team members if they need to ask for a Team Clarification. ■ Review the Challenge Requirements Identification worksheets the team completed during the last meeting. ■ Using one of the Challenge Requirements Identification worksheets completed during the last meeting, begin generating ideas to meet the requirements of the Challenge. The team can use any of the tools listed in the Thinking Skills section of Roadmap **(starting on page 75)**. Hits and Hot Spots can help the the team narrow the ideas to a more manageable list. The other tools can help the team decide on just one idea. ■ Have the team members focus their ideas and then complete a Deliverables Requirement Planning Chart for each task or mini-task they decide to complete to solve the Challenge. ■ The team members can work together to build the next steps of their solution or they could divide the elements and work in smaller groups (Structure building, story development, set building, etc.). ■ The team can choose to begin creating a solution or the team can choose to move on to plan the next element. (Note: getting started on creating/building can help the team members stay focused on their goals.) ■ This process will repeat over the next several meetings until the plan is complete and the team begins to focus solely on completing/building a solution. This is the Initiate and Collaborate stage of the creative process.
Instant Challenge practice *20 minutes*	Complete another Instant Challenge or redo a previous one: ■ Complete the North and South Instant Challenge on **page 70**.
Reflect on meeting results *15 minutes*	■ Review team accomplishments. ■ Discuss any difficulties the team had, if any. ■ Ask the team members what they would like to accomplish at the next meeting. ■ Check in to ensure team members are feeling comfortable with their process.
NOTES:	

Example Challenge

A. Story

1. Create and present an original story that includes one Character that has a First Point of View and then experiences a Change to a New Point of View.

2. Show the two Points of View and the Change during the story.

3. The story may include more than one character that experiences a Change. However, only the one Character listed on the Tournament Data Form will earn points.

4. Include at least one Puppet character and at least one Non-Puppet character. Either type of character may experience the Change. The story may include additional characters of either type.

5. The story may be set in any location, real or imaginary, and in any time period(s): past, present, or future.

B. Puppet

1. Design and construct at least one Puppet that will be manipulated and used as a character during the Presentation.

2. For this Challenge, a Puppet is any artificial figure controlled by the physical manipulation of one or more team members.

3. Control the Puppet live on stage or live behind the scenes. When the Puppet is being used, there must be continuous and direct physical manipulation.

4. The Puppet may not be presented through the use of videos, DVDs, or computer animations. The Puppet may not operate with pre-set speech or behavior.

TEAM MANAGER TIP

Before your team members begin working on their Challenge, have them complete the remaining parts of the worksheet examples found on the following pages. As you work with your team members to read and understand the Challenge they have chosen, make copies of the form on page 18 to help team members organize their thoughts.

Challenge Requirements Identification Worksheet

Practice Exercise

Challenge Element: Story

What must be included in this Challenge element?

- A Character who has a First Point of View and then experiences Change to a New Point of View
- A Puppet character and Non-Puppet character who interact
- _____
- _____
- _____

What must NOT be included in this Challenge element?

- Pre-recorded words or actions by the Puppet
- _____
- _____

Challenge Requirements Identification Worksheet

Practice Exercise

Challenge Element: Puppet

What must be included in this Challenge element?

- _____
- _____
- _____

What must NOT be included in this Challenge element?

- _____
- _____
- _____

Deliverable Requirements Planning Chart (Example)

Deliverable: Story Outline

Relates to which part of the Challenge: Story

Responsible team members: Sally and Mike

Deadline: December 15, end of team meeting

REQUIREMENTS DEFINED BY THE CHALLENGE	REQUIREMENTS DEFINED BY THE TEAM
Story must include a Character that demonstrates two different Points of View. The Character must experience a Change to a New Point of View sometime during the story.	Story takes place out in an open area.
The story must include one Puppet and one Non-Puppet character.	The story must have a moral–don't follow the crowd.
The story must be original and team-created. It may be set in any location, real or imaginary, and in any time period.	The story is presented from the point of view of the youngest character who wants to follow the bad crowd.
(As practice, have your team list the rest of the requirements that are defined by the Challenge.)	The youngest character is tricked into following the crowd.
	There is a wise, ancient character who offers advice to the youngest character.
	There is a Puppet that encourages the youngest character to go with the crowd.
	The youngest character changes his mind and realizes that following the crowd is not a good choice. This is the Change in the Point of View.

Deliverable Requirements Planning Chart (Example)

Deliverable: Puppet

Relates to which part of the Challenge: Puppet Character

Responsible team members: Sarah and Julie

Deadline: February 28, end of team meeting

REQUIREMENTS DEFINED BY THE CHALLENGE	REQUIREMENTS DEFINED BY THE TEAM
Puppet must be moved/managed directly by a team member.	Must be big and operated from behind.
It can be any type of puppet.	Must move and appear to talk.
Must interact with a team member at some time during the Presentation.	It has to interact with all the characters.

TEAM MANAGER TIP

Team Choice Elements – Teams can plan Team Choice Elements as distinct parts of the Challenge from the start of planning or the team can select Team Choice Elements toward the completion of the solution. Remember, Team Choice Elements must not already be scored elsewhere in the Challenge. For example, in the example Challenge above, costumes are not listed as a scoring item, so the team could choose a particular costume as a Team Choice Element.

Team Project Goals Worksheet (Example)

What is the question, problem, issue, or perspective that is driving your project (Challenge solution)?

We have decided to do the Fine Arts Challenge. We want to base our solution on the idea of peer pressure.

CATEGORY	GOAL
What is your overall goal for your team?	We want to have a good time together while we work on a solution that will make our point to the Appraisers and the audience.
Do you have goals for specific parts of the Challenge? What are those goals?	We want the required Puppet to be large, a bit scary, and to dominate the stage.
What are your goals for the end of your Challenge solution? What will your solution look like?	We will have non-human characters for our entire story. The set will be bright and colorful and take place in a large open space.

Resources, Constraints, and Assumptions

Resources are everything applied to complete the project, which may include money, time, knowledge, skills and abilities, services, items traded for, or goods owned or donated. Work with your team to name and describe the available resources.

Constraints are anything that limits what the team can do. Destination Imagination Challenges include a variety of constraints. Look back at the list your team created when they read the Challenge. The budget, the size of the Presentation Area, and the time limit are constraints. The team should identify and describe the constraints included in the Challenge. Constraints may be found in other areas as well. Perhaps your school won't let the students use power tools or spray paint, or there is a low ceiling in your work environment.

Assumptions are anything believed to be true about the project. What do the team members believe to be true about their Challenge solution?

Project Management Roles:

The Time Manager helps each team member remain on track and on schedule.

The Quality & Risk Manager helps team members identify possible issues or stumbling blocks. This team member will be responsible for making sure the team is aware of all the potential risks associated with completing the Team Challenge solution. Some possible risks include going over the stated budget for the chosen Team Challenge, accepting Interference from non-team members, or not solving all the Team Challenge requirements before the day of the tournament.

The Communication Manager keeps track of the project plan and Challenge materials and ensures that team members are communicating with each other.

The Deliverable Manager oversees one or more deliverables (mini-projects) for the Challenge solution and works to ensure that each deliverable meets the Challenge requirements and the requirements defined by the team. Deliverable managers will gather the supplies or other resources needed to produce their assigned deliverables.

Team Roles And Responsibilities (Example)

Time Manager: Sally

Quality & Risk Manager: D'Andre & Molly

Communication Manager: Allen

DELIVERABLE	MANAGER(S)	OTHER MEMBERS
Story	D'Andre and Mike	Molly
Puppet	Sari and Julie	Allen & D'Andre
Door in the Backdrop	Allen	Molly
Costumes: youngest character, wise character, other characters	Molly	Sari

Sequencing, Scheduling, and Milestones

The Time Manager(s) should lead the development of the project schedule. The team should have the final approval of the schedule.

Project Management Timeline Terms:

Milestones are the points in a project's timeline that help you monitor whether or not the project is on schedule. Completing a deliverable will always be a milestone, but there are other points leading to the deliverable that may also be named as milestones. (See example on the following page.) Milestones are written as a statement of what will be accomplished. Each deliverable may have one or more milestones.

Tasks are individual to-do items. Each deliverable may have multiple tasks. Complete the Milestones and Tasks Sequencing worksheet on .

Work time is the estimated time it will take to do the task. Record the estimated work time on the Task List Chart for each task.

Sequencing is putting milestones, activities, and tasks in the order they will be completed. Identify the order of the tasks needed to complete your deliverable. Combining your milestones, activities, and tasks with sequencing and work time will give you a schedule for your project. Use the chart on to record your project sequence.

Resources, Constraints, and Assumptions Worksheet (Example)

CATEGORY	RESOURCE
People	Allen's dad can teach welding. D'Andre's mom understands electronics. Sari's dad is a plumber. Our Team Manager can teach us to sew. The local hardware store has a tool class on Saturdays.
Money	The Parent Teacher Organization (PTO) will give us up to $50 for supplies. The local bank supports team projects. Each of us will pitch in $20 for supplies.
Team	D'Andre is great at writing stories. Mike does great puns. Julie understands physics and can sing. Molly designs beautiful costumes.
Materials	Sari's family has leftover wood from a deck project. Molly has been collecting fabric since last year.
Other	

CATEGORY	CONSTRAINT
Challenge	Value of solution has to be less than $125. We can't use fairy tales or other already-written stories. The Puppet has to be controlled live on stage or behind the scenes.
Environmental	We can't use glitter inside the house. Everything has to fit through the front door, which is 32in (81cm) wide. Everything also has to fit through the doors at the Presentation Site.
Other: Meeting times	We can only meet all together on Sunday afternoons.
Other	

CATEGORY	ASSUMPTIONS
Challenge	The Presentation Site will have high ceilings.
Environmental	We can meet at our Team Manager's house.
People	Our Team Manager will be at every meeting.
Other	Our team will be ready to present at the tournament scheduled for Saturday, March 2.

Scope

Defining the scope of your project is the process of determining tasks that are required to solve the Challenge and then making sure that all of that work, and only that work, is completed. Your team has probably listed several mini-projects on the Deliverable Requirements Planning Charts. These documents define the scope of your project.

As ideas are tested and new ideas are discovered, the project scope may change. However, the decision to change the scope of the project is a team decision. Use the Deliverable Requirement Planning Charts to help you decide if a new idea fits into your project goals.

Deliverables and Dependencies

Deliverables are the mini-projects that are created through the course of the project that lead to the team's Challenge solution. Each deliverable will have requirements that need to be met and tasks that will need to be completed within a certain time frame and in a particular order.

Dependencies are the relationships between the deliverables and the tasks. In which order will the deliverables (mini-projects) need to be completed? Are there any mini-projects that are not dependent on other deliverables?

DELIVERABLES (FROM YOUR DELIVERABLE PLANNING CHARTS)	DEPENDENCIES
Puppet	Story – is needed to determine movements required of the Puppet
Story Outline	Not dependent on other parts of the project

Establish Team Roles and Responsibilities

Identifying project roles and deliverable managers will help the team manage the project. Team members will assign roles and responsibilities to each other.

Together, the team will be responsible for making sure the Team Challenge solution remains within all of the requirements. Deliverable managers should be prepared to give regular updates to the entire team. Team members will most likely have more than one responsibility on the team. Roles and responsibilities can be shared between team members.

Milestones and Tasks Sequencing Worksheet (Example)

Deliverable: Puppet

Managers: Sari and Julie

Milestones

1. Frame is built

2. Arm moves (forward, back, side to side, can grab something)

3. Puppet is complete

Total Work Time Estimate: 43 hours

Completion Date: February 28

	TASKS (IN ORDER OF COMPLETION)	WORK TIME ESTIMATE
1	Draw a picture of the Puppet with planned measurements	2 hours
2	Gather materials to build frame	1 hours
3	Build frame	8 hours
4	Design model of mechanical arm	4 hours
5	Build a mechanical arm	8 hours
6	Design and create Puppet items	8 hours
7	Paint Puppet	2 hours
8	Add eyes, ears, and mouth	2 hours
9	Install mechanical arm	3 hours
10	Install items	1 hour
11	Add music – install device	1 hour
12	Record music	30 minutes
13	Test mechanical arm and other aspects of the Puppet	2.5 hours

Resource Planning and Budget

Resource planning means considering everything needed to complete the Team Challenge solution. This might be money, space, supplies, or materials. Every DI Challenge includes a budget limit. The team should consider how money and resources are spent. The Quality & Risk Manager can help track the resources. Different team members may require similar resources, so it is important that the Communication Manager helps team members communicate and work together.

PROJECT
MANAGEMENT

Resource Planning Worksheet (Example)

Deliverable: Puppet

Managers: Sari & Julie

RESOURCE NEEDED (LIST EACH SEPARATELY)	HOW YOU WILL ACQUIRE IT	ESTIMATED COST
(8) 2ft x4ft (0.6m x 1.2m) pieces of wood	4 are left over from Sari's deck, 4 need to be purchased	(4) $1.00 each garage sale value (4) new, $2.50 each
2 large sheets of plywood	Construction site down the road tossed several into their trash. Ask permission to take them.	Garage sale value of $3.00 per sheet
Paint	Purchase at Home Depot	$5.00/pint
2 clamp lamps	In Team Manager's supply closet	Garage sale value of $1.00 each

Budgeting and Expense Report

Each DI Challenge has a budget limit, and teams are required to complete an Expense Report and turn it in at the tournament or showcase. See Rules of the Road for an explanation of the Expense Report and categories.

> **TEAM MANAGER TIP**
>
> Items that are both used and functional should be assigned a garage sale value. Your team may list true discards, such as used cardboard boxes, used empty containers, etc., as trash items. Remember, only items that are brought to the Presentation Site as part of your team's Presentation to be included in the Expense Report.

Risk Management Plan

Managing risk means reducing the likelihood and/or impact of negative events. The Quality & Risk Manager should lead the development of the plan.

There are a number of different risks that the team may want to consider when developing your Team Challenge solution. Some risks include spending more than the Challenge budget will allow, accepting non-team member Interference, not completing all Team Challenge requirements before the tournament, etc.

Risk Management Worksheet (example)

Deliverable: Puppet

Managers: Sari & Julie

WHAT MIGHT GO WRONG?	Risk Level L=Low M=Medium H=High	Area of Impact				HOW TO PREVENT IT OR FIX IT
		Resources	Timing	Requirements	Quality	
Mechanical arm could break or not move	M		X	X	X	Make a model; add an additional meeting to focus on mechanical arm; ask team members for ideas and help
Puppet won't fit through door	H			X	X	Measure carefully before building

Monitor and Control Process

Monitoring and controlling can help the team members stay engaged throughout the Doing step. Through the monitoring and controlling process, they can stay on time and budget and create high-quality solutions. To effectively monitor and control the project, the team members should continually update each other on the progress made toward completing individual activities. This can include keeping an up-to-date inventory of materials and revising the overall Team Challenge Project Plan as needed.

TEAM MANAGER TIP Have the team use the Milestones & Tasks Sequencing worksheet as a to-do list and check off the tasks and milestones as they are completed. This will help the team visualize any remaining work.