

## Set a Target

Give everyone a common goal to work around. This does not have to be the goals of the entire project, but may be a smaller step in the process.

## Allocate Tasks

Give each member of your group a task. Make sure each is explicit, and make sure everyone sees how they fit into the larger picture.

Task Assignment			Project
Expected Delivery Date of Final Product :			
<b>Goals</b> What are you trying to get done? This could be a whole project or a subset of one.			
<b>Assignments</b> What does each person need to do to make this happen?			
Who	What to do	Date Due	
Version Control		Iteration #:	Date: Author:

## Why

Assigning tasks in this way helps you plan your actions more carefully and ensure that your team is operating efficiently.

## What came before?

Project Definition  
Pre-Mortem

## What's next?

Pre-Mortem  
Assumption Map  
  
Initial Research Plan  
Domain Research  
  
Mood Board  
Visual Problem Map

## Tips

Work in short iterations, using this sheet to manage each iteration.

Working in iterations allows you to discover failures and understand stakeholders more quickly.

Expected Delivery Date of Final Product :

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## Goals

What are you trying to get done? This could be a whole project or a subset of one.

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## Assignments

What does each person need to do to make this happen?

Who	What to do	Date Due