How to plan

Are you looking for ideas about how to plan? Well, to keep your team organized with different tasks, planning is very important so your team is prepared for competition, and the entire team is included. We will discuss several different methods to help plan throughout the season.

Season goal

First, you want to create a season goal. This is something that can be fun, motivating, inspiring, and will help the whole team be on the same page on how they want the season to look. It should include ideas on what your team wants to accomplish by the end of the season.

Season goal examples:
- Stay healthy and advance together!
- Impact the community and advance together!
- Impact the community and win an award!

Team timelines

Team timelines are a long term planning solution where each month different tasks for project, robot, and core values, can be listed. This will help you and your team view all the different tasks that need to be done for each specific month, in an organized manner. This way, you can manage your time wisely because you have an idea of *everything* that needs to be accomplished throughout the season.

Team timeline example

December

Project	Robot	Core Values
❏ Make improvements to working prototype ❏ Make test plan ❏ Contact company to survey ❏ Improve product based on feedback ❏ Implementation plan ❏ Marketing Plan ❏ Meet with Focus On Energy	❏ Improve attachments ❏ Test new/improved attachments ❏ Goal = 325 points ❏ Improve accuracy	❏ Share at Farmers Market ❏ Pilot Program

Sectionals

Kanban boards

Kanban boards are a short term planning solution. This is a board that shows what needs to be done, what is started, and what is finished. When a task needs to be done, a post-it (or whatever you would like) is added to the "To-do" section. This can include a team member's name, addressing that they want to complete this task, or it might be open to anyone who wants to complete that task. Once a task is started, the post-it is moved to the "started" section so everyone on the team knows that someone is working on it. When a task is completed, the post-it is moved to the "finished" section. This is a tool that can get the whole team involved, especially when someone needs something to do. You can make separate boards for project, robot, and core values, or make one board for all. It's up to you!

Kanban board example
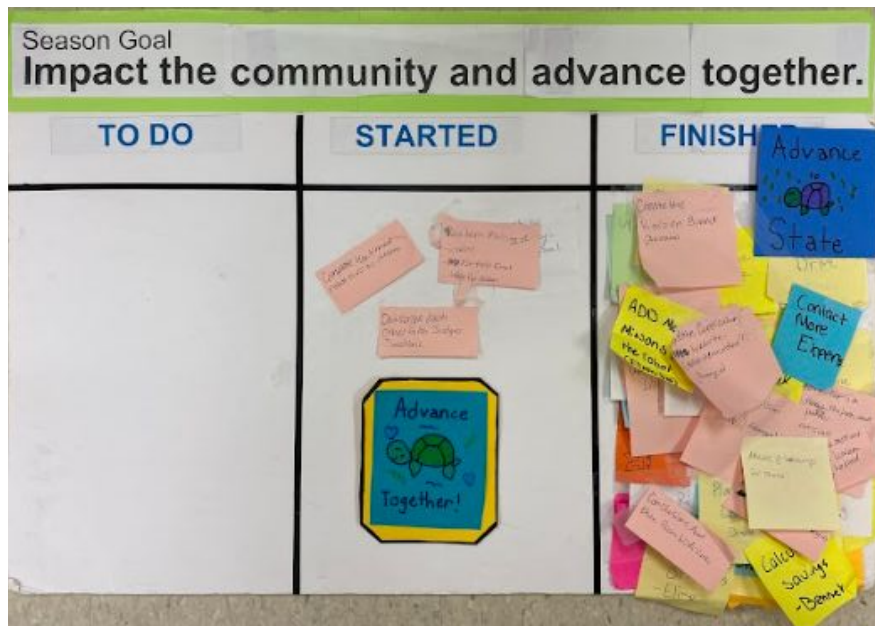
Kick off and wrap up

1. At the beginning of your practice, gather everyone on the team so you can discuss what needs to be done or worked on during that practice. The kanban board(s) help with this. A meeting agenda is a great way to keep track of exactly what needs to be completed at each practice.
2. At the end of practice, gather the team once again. Discuss what was worked on/accomplished at practice, and needs to be finished as homework (use your meeting agenda). This is a great time to ask questions and give feedback to your fellow team members.

Practice Agenda example

Welcome to the first Cyber Turtles practice of the season!

Welcome New Turtles!

1. Review homework
2. Updates
3. Announcements
4. Get to know you Core Values!
5. Research/ goals Kickoff
6. Assign homework