



Sample activity to develop task sequencing skills

This resource was developed as part of an Applied Technology 2020/2021 CPD webinar “Developing Project Management Skills in Applied Technology” which took place on the 2nd November 2020. All materials used during this webinar can be viewed in the Technologies section of www.jct.ie within the Elective Workshops tile.

Website Link:

https://www.jct.ie/technologies/cpd_supports_applied_technology_elective_workshops

During the webinar, attendees considered the purpose of developing task sequencing skills as part of a project management process. The learning experiences below showcase an Applied Technology teachers’ approach in providing opportunities for students to develop project management skills. These activities explore how students can break down tasks into a series of sequenced steps.

What is included in this PDF?

Included in this resource are three suggested sample activities focused on developing task sequencing skills.

- Task 1 – Life is full of projects
- Task 2 – Understanding Sequencing
- Task 3 – Understanding Sequencing

A big thank you to the teachers and students involved for making this resource available to the JCT4 Applied Technology team.

Note: It is recommended that you watch the Elective webinar to contextualise the purpose of this resource



Task 1

In this task, we will discover that life is full of projects, some of which we do at home or some of which we do at school. This strategy explores our understanding of what is meant by project management and how project management is experienced in many aspects of our lives.

Step 1:

Watch the video [‘Project Management Process’](#)





Step 2:

Discuss and debate “What is project management?” with your students. Students could capture their discussion visually using a mind map.



Step 3:

Create a list of some tasks/activities you do at home and at school.

Home Life Tasks 	School Life Tasks 

Step 4:

How can your experiences of task management at home help you when managing projects in the Applied Technology classroom?



Task 2

In this activity, we are going to learn how to break down a task into a series of steps. It is very useful for complex projects to break the project down into smaller steps. We will approach this task in three steps:

Step 1:

First, we must **set our goal**, for example, to make a cup of tea.

Step 2:

List the **ingredients and the equipment** needed to make a cup of tea.

Ingredients	water, teabag, milk
Equipment	kettle, cup, spoon



Step 3:

Now we need to **create a sequence of tasks** to complete this activity. Here we communicated this information using a simple **flowchart** and focusing on a correct sequence.

Students could simply draw out a flowchart on paper or use PowerPoint to create their flowchart.

Pause & Reflect

Is there another sequence you could consider?

How many steps can you make a cup of with?

Is the sequence of the steps important?

Is there anything you could add to the flowchart, like the option to add sugar?

Are there other ways can we visually communicate sequencing to schedule tasks?





Task 3

Sequencing in the Applied Technology classroom

In this task, students are asked to apply their knowledge from the previous two activities. Here we use an acrylic stop sign for the purpose of this sequencing task. Alternatively, you could use a similar part from your own classroom.



Acrylic Stop Sign

Step 1

Consider the stop sign shown in the image and break down the steps to manufacture this part into sub-tasks, e.g. marking out, drilling, cutting, shaping, etc.

Step 2

Complete the sequence of tasks to allow for the part to be created in the most efficient order.

Step 3

Students could communicate the main steps in manufacturing this part using a visual representation of the sequence, e.g. using a simple linear flowchart.



Linear Flowchart

What do you do first?

What are the main steps in manufacturing this part?

What would be their sequence?

Did anyone in the class come up with a different sequence?

Which sequence was more efficient?

Is planning the sequence of a project important?

How does this help you with your time management?



Pause & Reflect