PPU 01 · ASSIGNMENT 1

Set up your group and plan your assignment

Teams and OneDrive for the group's work, Planner for the plan

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PPU 01 · TODAY

Today, 90 minutes

- Set up Teams and OneDrive · 18 min
- Why we plan · 4 min
- Build your plan · 24 min
- Every day with the plan · 26 min
- Two weeks in the plan · 16 min



44 min practice

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PART 1 · 18 MIN

Set up Teams and OneDrive

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PART 1 · SET UP TEAMS AND ONEDRIVE

Your group's workspace

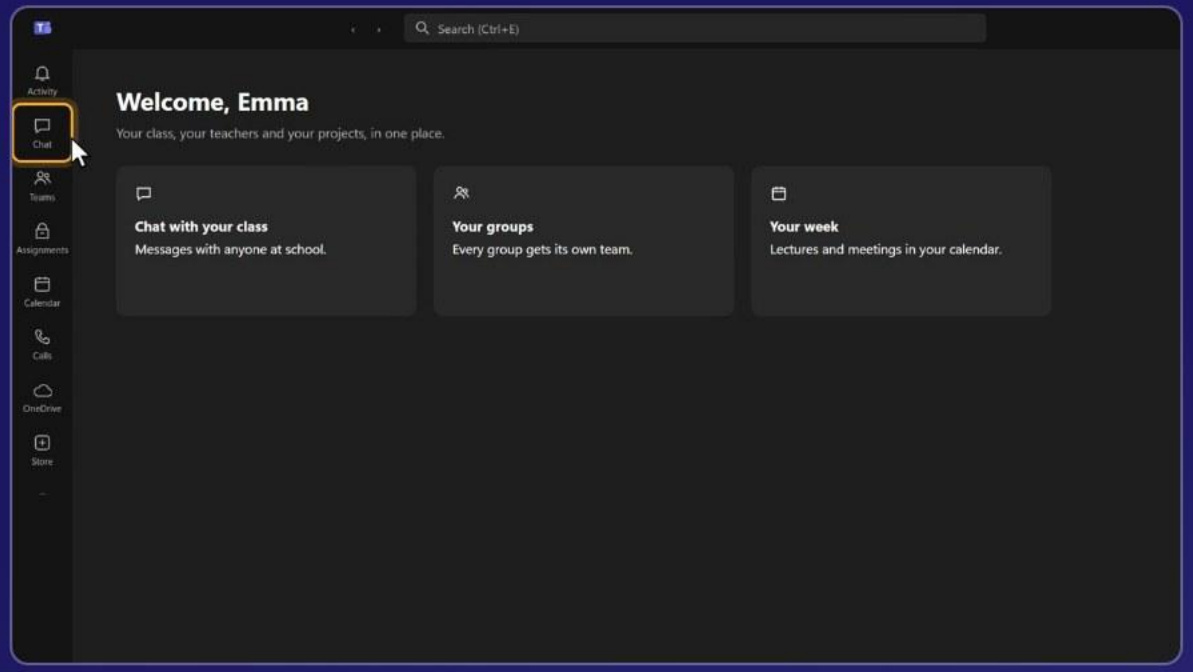
- Your school account
- One team for each group
- One shared folder
- Right there in File Explorer



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PART 1 · SET UP TEAMS AND ONEDRIVE

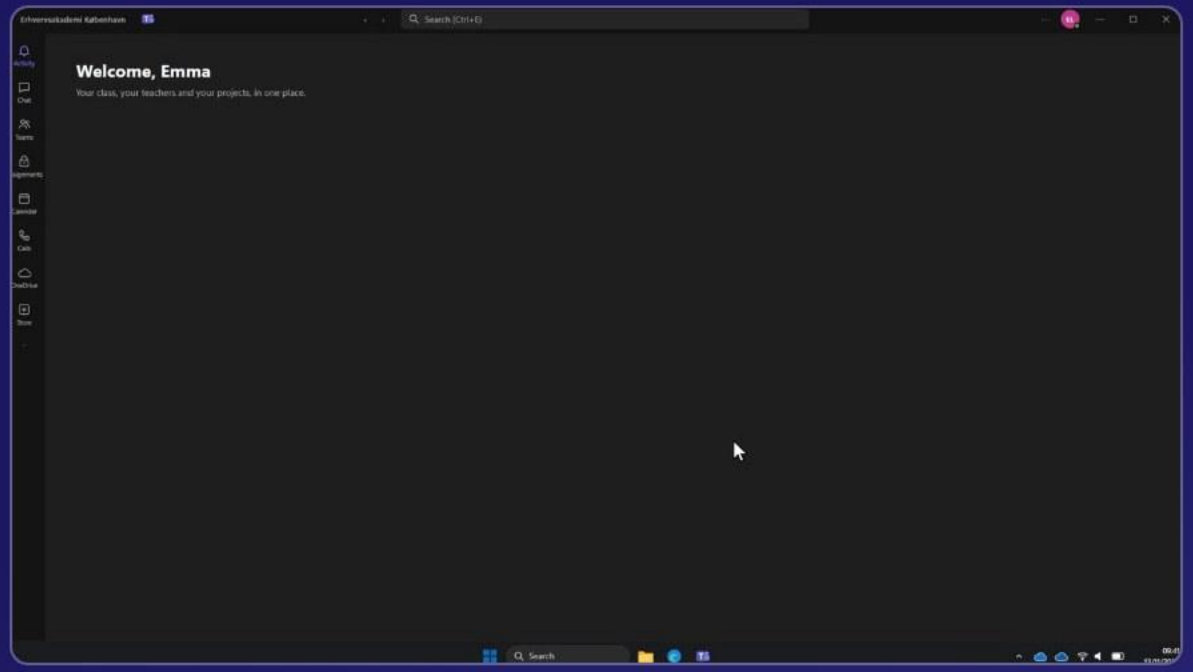
Open Teams



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PART 1 · SET UP TEAMS AND ONEDRIVE

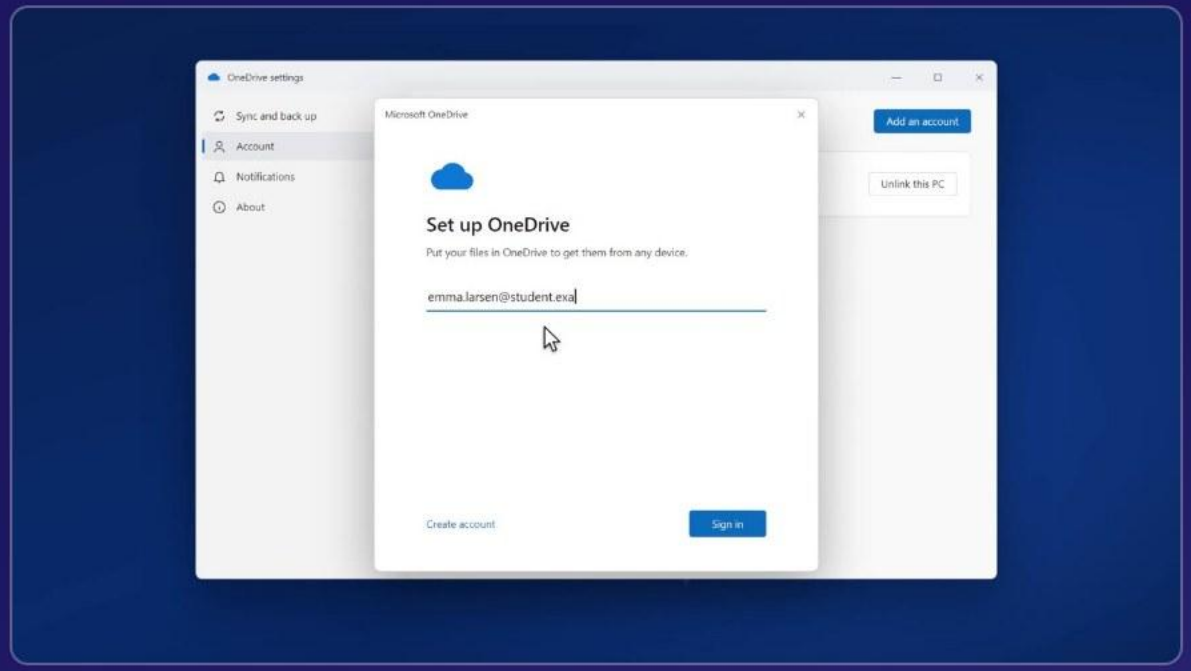
Check your account



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PART 1 · SET UP TEAMS AND ONEDRIVE

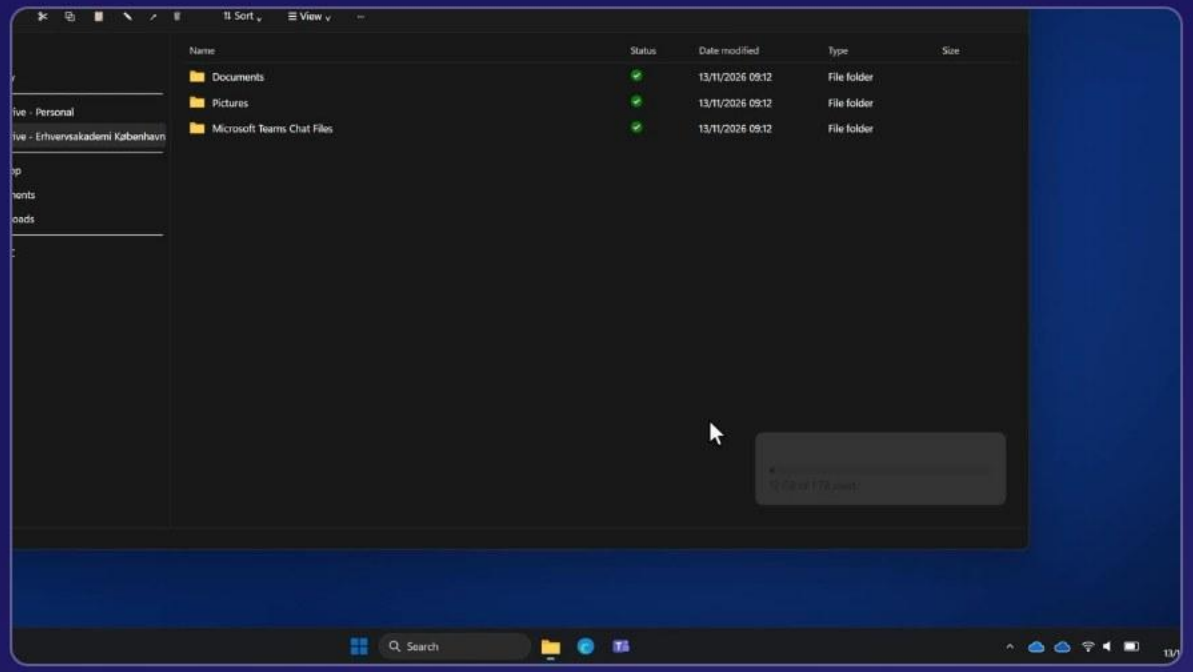
Set up OneDrive



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PART 1 · SET UP TEAMS AND ONEDRIVE

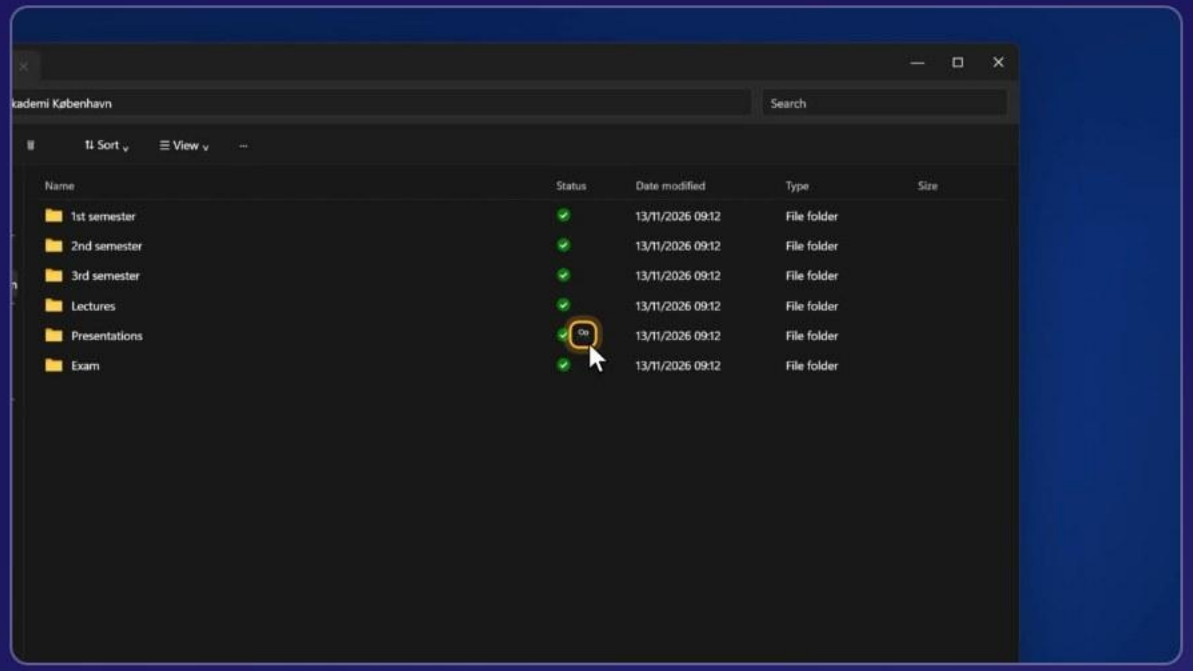
Find your school folder



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PART 1 · SET UP TEAMS AND ONEDRIVE

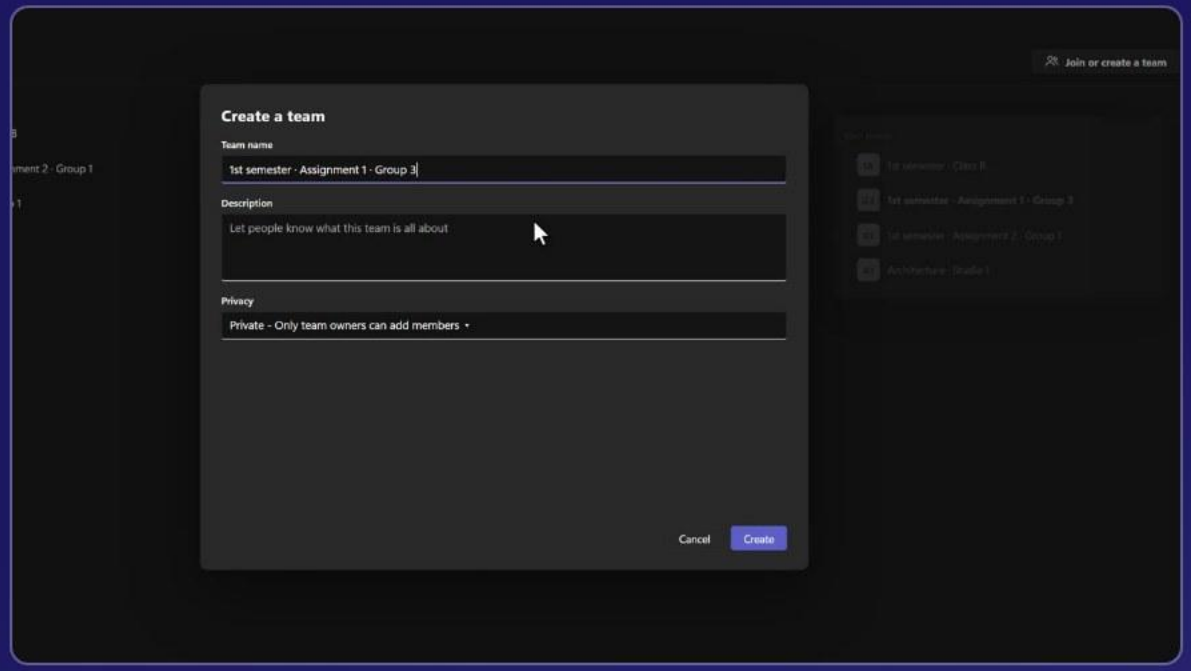
Keep everything in OneDrive



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PART 1 · SET UP TEAMS AND ONEDRIVE

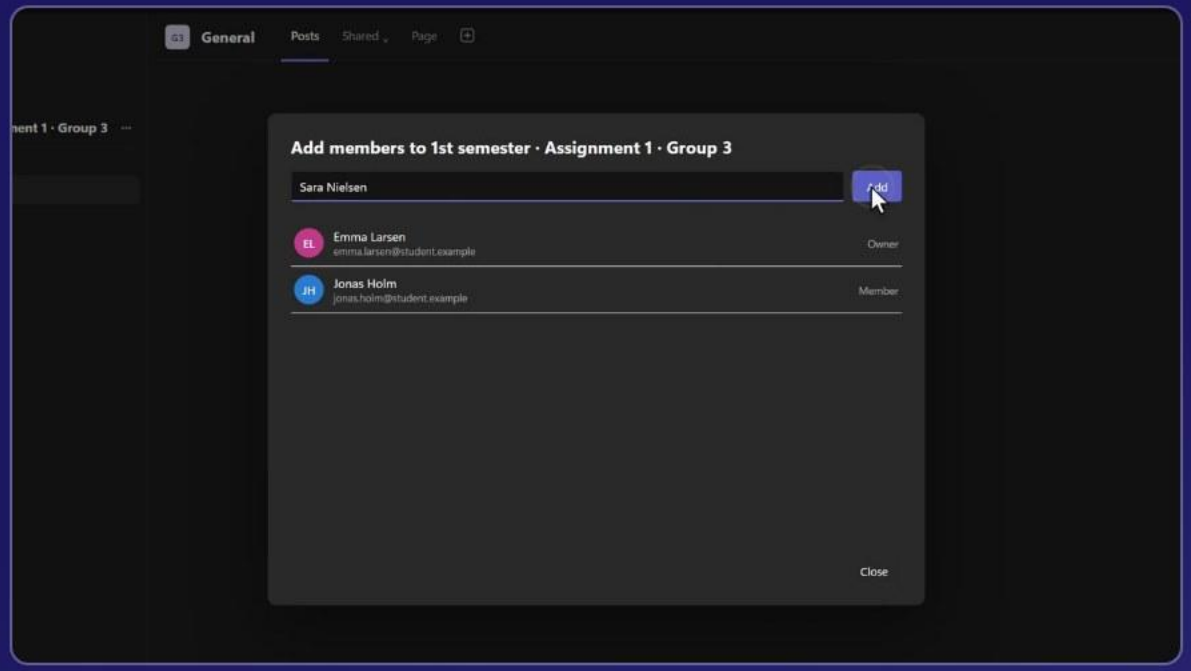
Create your group's team



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PART 1 · SET UP TEAMS AND ONEDRIVE

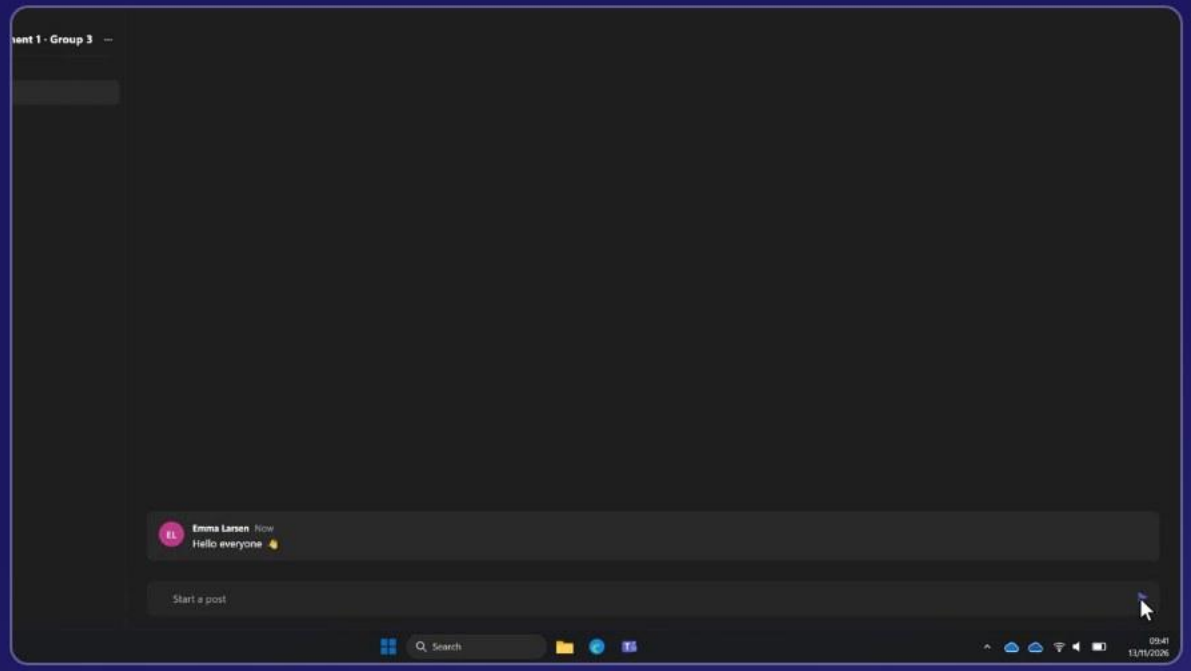
Add your group members



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PART 1 · SET UP TEAMS AND ONEDRIVE

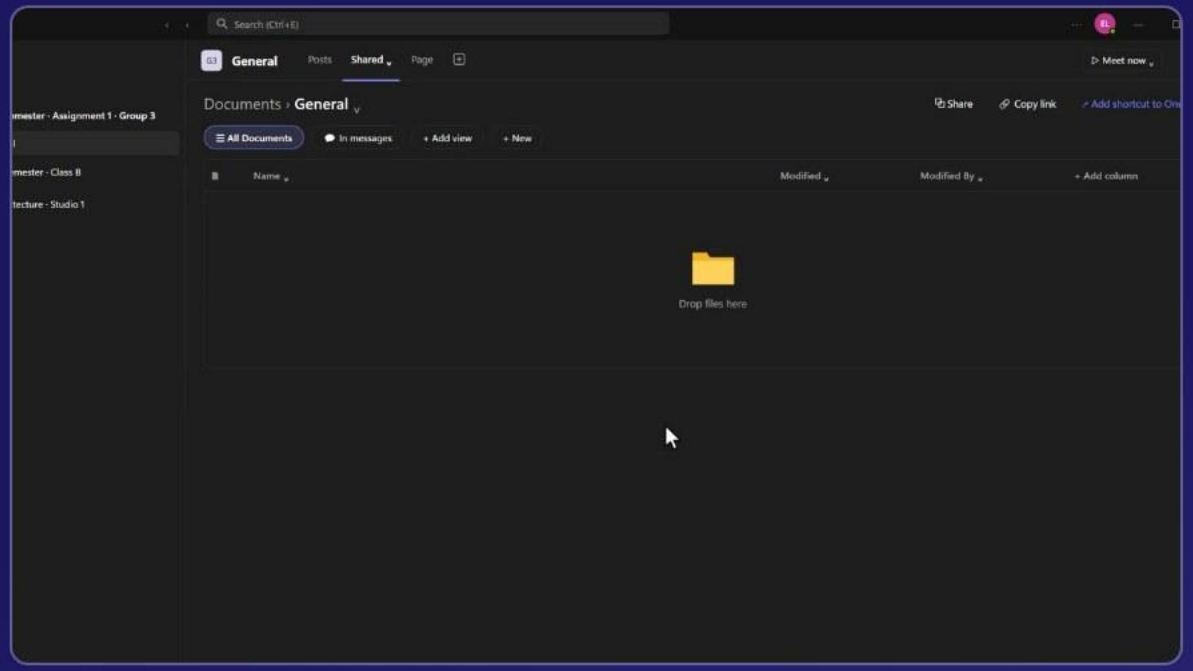
Say hello in General



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PART 1 · SET UP TEAMS AND ONEDRIVE

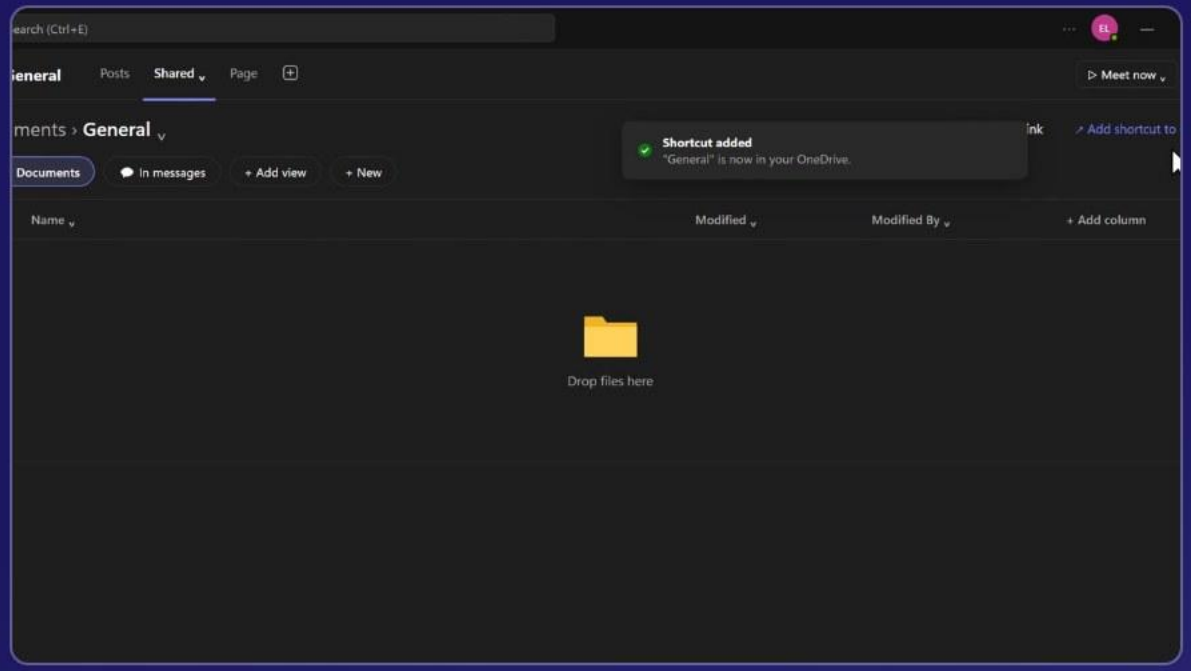
Open the team's files



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PART 1 · SET UP TEAMS AND ONEDRIVE

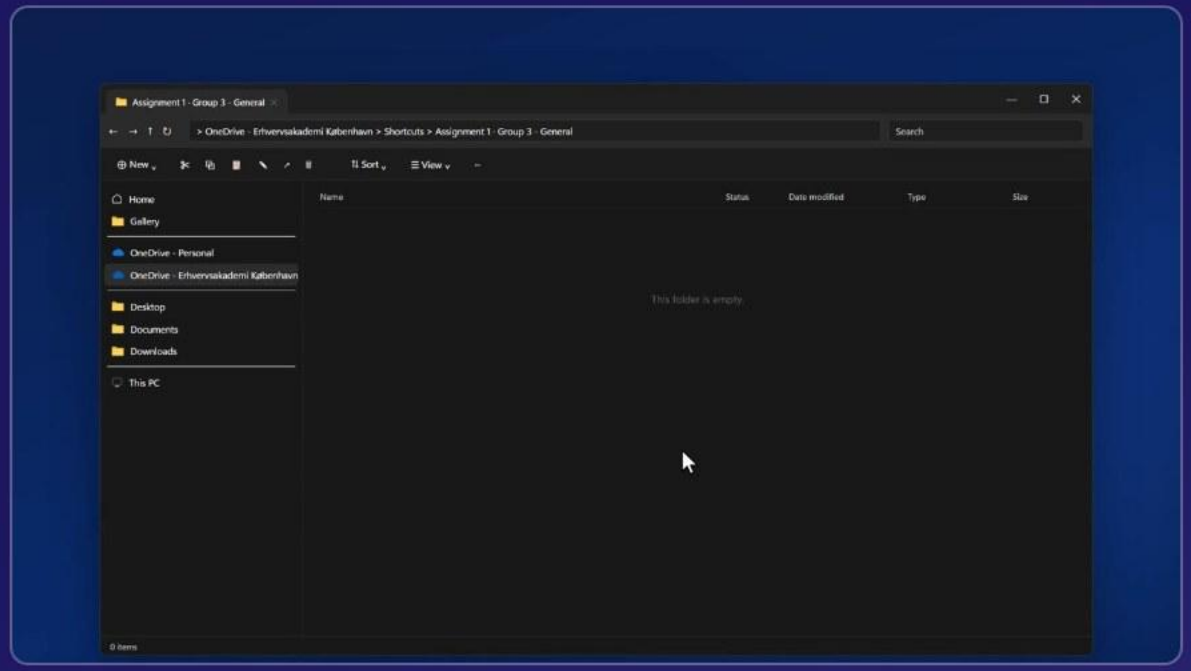
Add a shortcut to OneDrive



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PART 1 · SET UP TEAMS AND ONEDRIVE

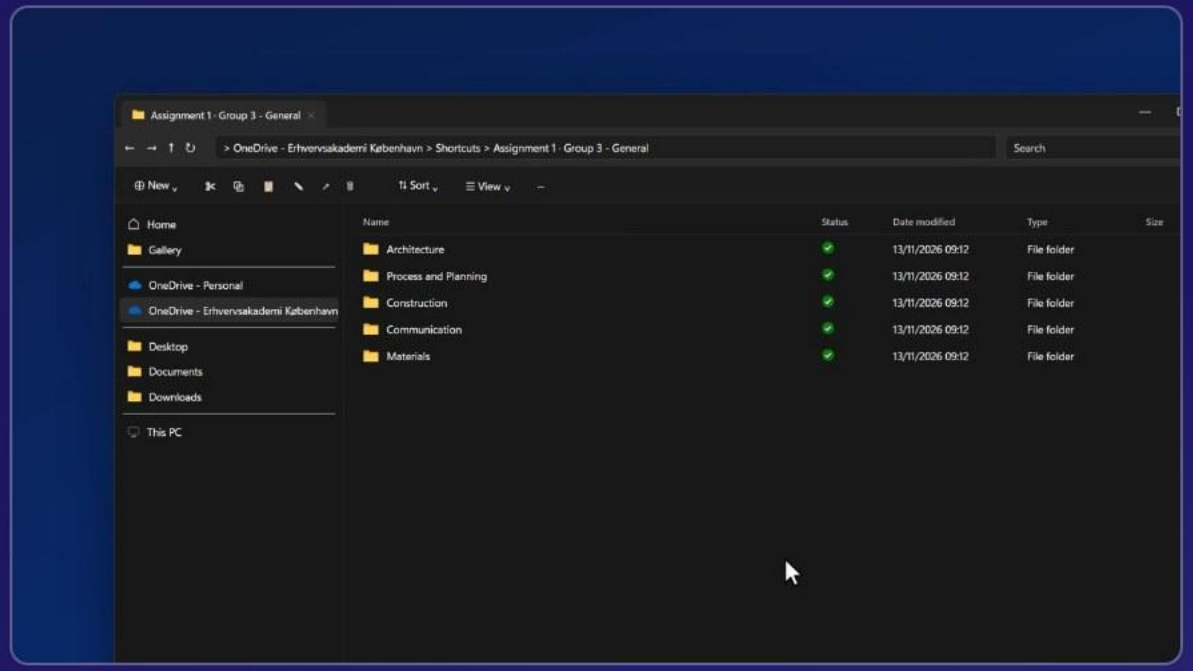
Find it in File Explorer



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PART 1 · SET UP TEAMS AND ONEDRIVE

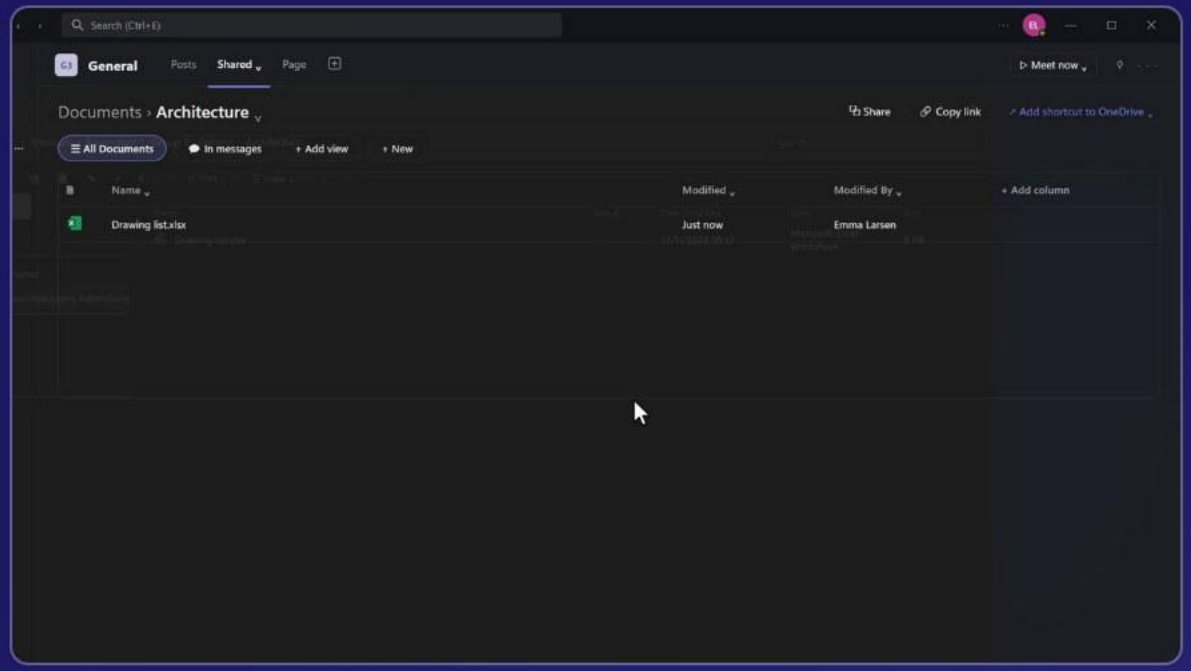
A folder for each subject



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PART 1 · SET UP TEAMS AND ONEDRIVE

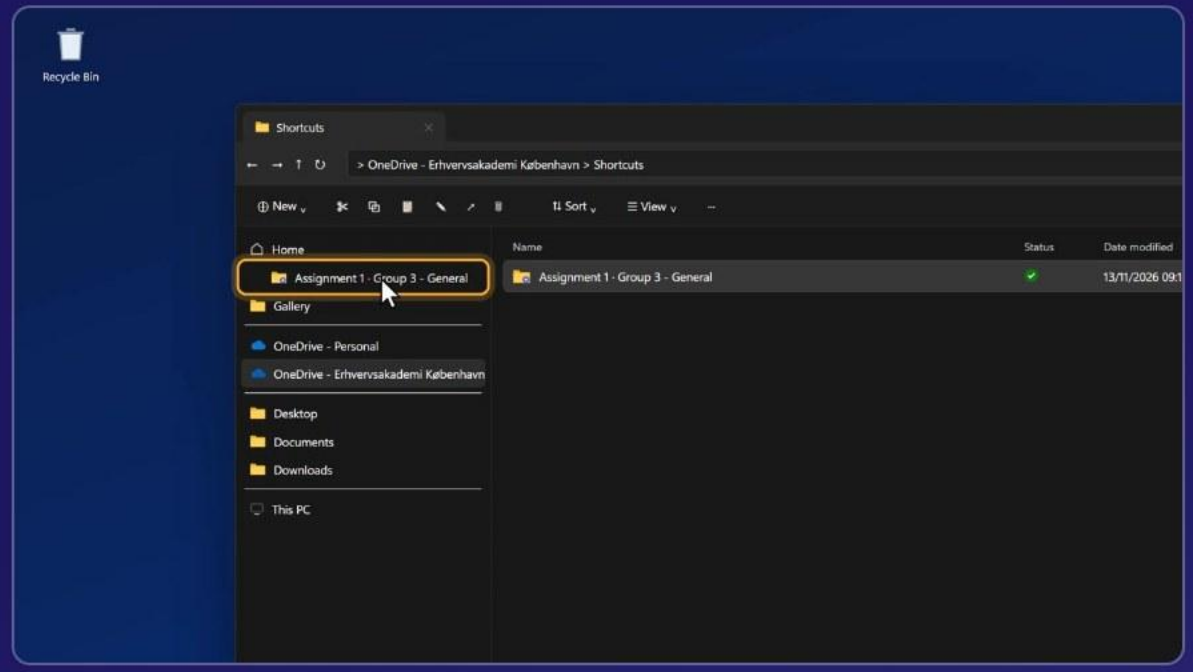
Work in the shortcut



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PART 1 · SET UP TEAMS AND ONEDRIVE

Keep it one click away



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YOUR TURN · 10 MIN PRACTICE

Your turn: set up your group

- Everyone: sign in to Teams and OneDrive with your school account
- One person: create the team and add the members
- Everyone: connect the group folder and say hello in General

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PART 2 · 4 MIN

Why we plan

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PART 2 · WHY WE PLAN

A plan gives you peace of mind

- Am I on top of things?
- Everything is written down
- Open it, see what to do now

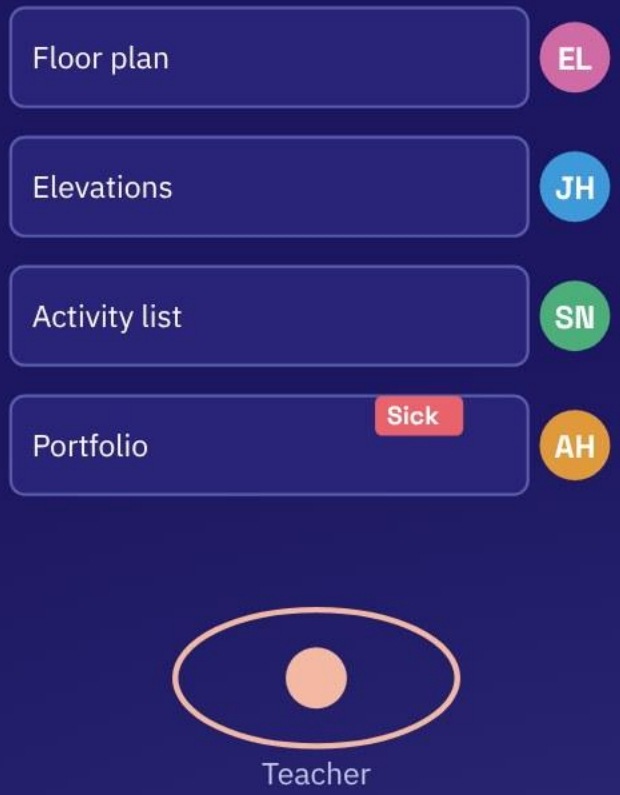


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PART 2 · WHY WE PLAN

Everyone knows who does what

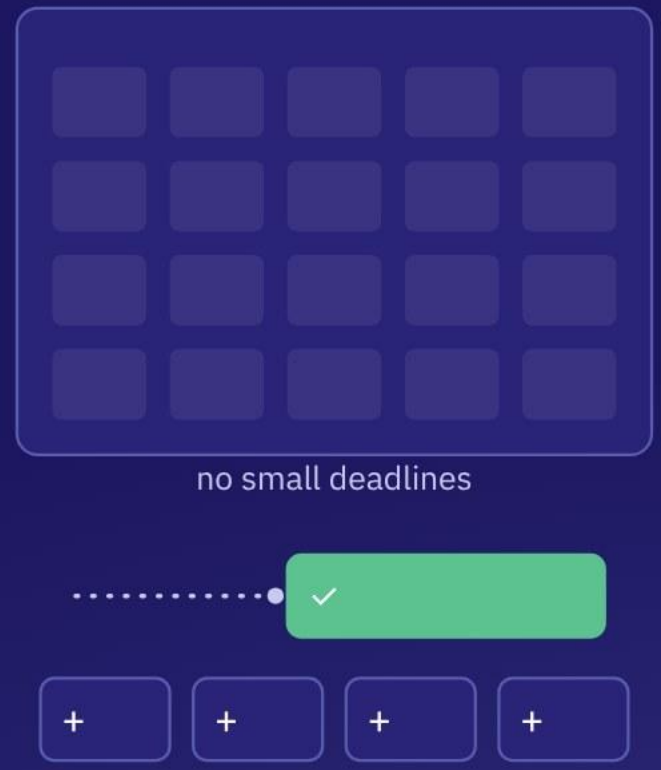
- One responsible per activity
- Problems show up early
- Teachers can see it too



PART 2 · WHY WE PLAN

You set the dates

- No small deadlines from us
- As soon as possible
- New activities come every day



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PART 2 · WHY WE PLAN

Why now, on a small assignment?

- It may feel like overkill
- Now is the time to practise
- Also when you work alone



PART 3 · 24 MIN

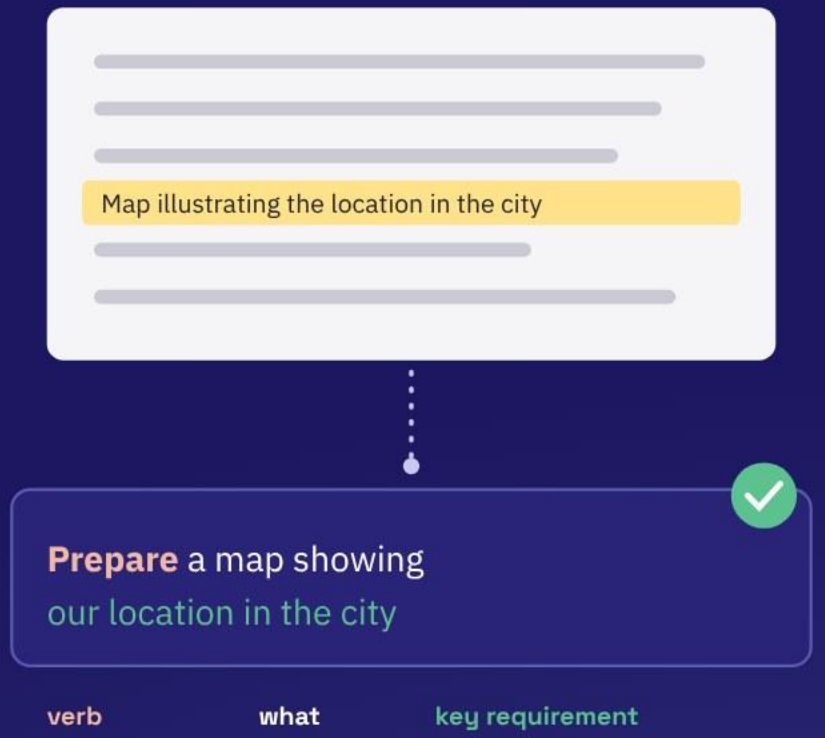
Build your plan in Planner

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PART 3 · BUILD YOUR PLAN

From assignment text to activity

- One line in the assignment: "Map illustrating the location in the city"
- Verb + what + key requirement
- "Prepare a map showing our location in the city"



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PART 3 · BUILD YOUR PLAN

One line can be several activities

- "Plans, elevations and sections 1:20"
- Floor plan · elevations · longitudinal section · cross section



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PART 3 · BUILD YOUR PLAN

List everything first

- Read both documents
- Every deliverable becomes an activity
- You do not need to know how yet



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PART 3 · BUILD YOUR PLAN

Let AI draft the list

- Copy the prompt from the lecture page
- Only the two documents · one activity per piece of work one person can own · a checklist for each

PROMPT

Copy prompt

Analyze the two attached documents for Opgave 1 and identify all the activities that students should create in Microsoft Planner to organize their group work.

1. Use ONLY the two attached documents. Do not invent activities, requirements, or deliverables.

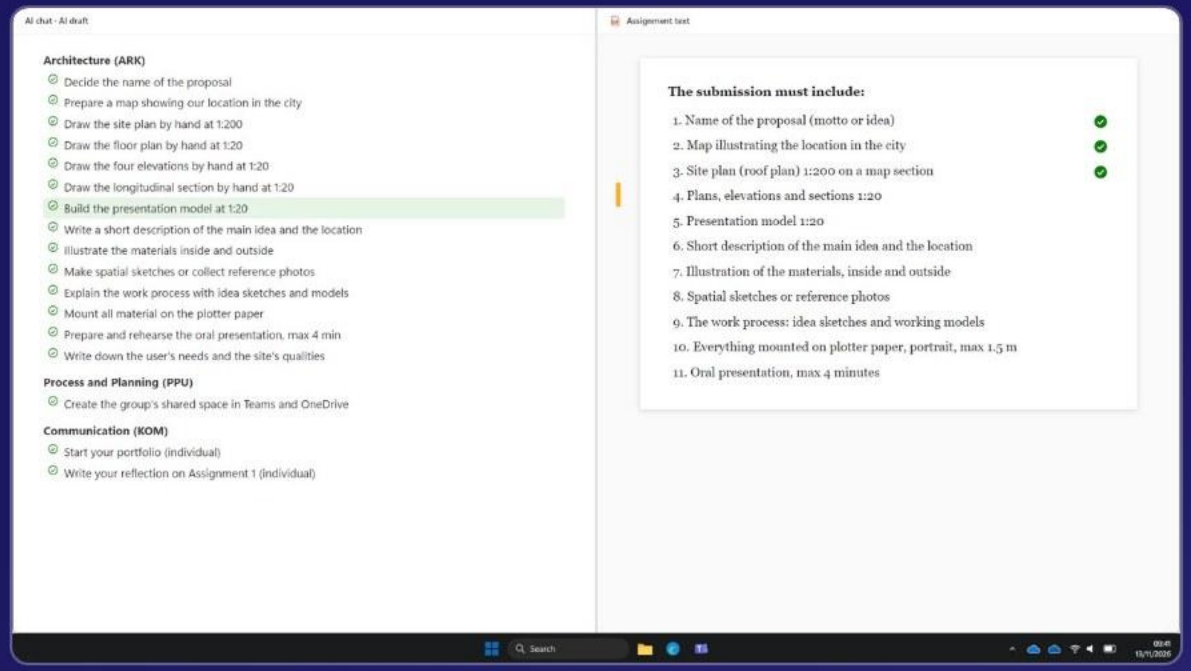
3. Create a separate Planner task for each substantial activity or deliverable that could reasonably be assigned to an individual group member.

10. For each task, provide:

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PART 3 · BUILD YOUR PLAN

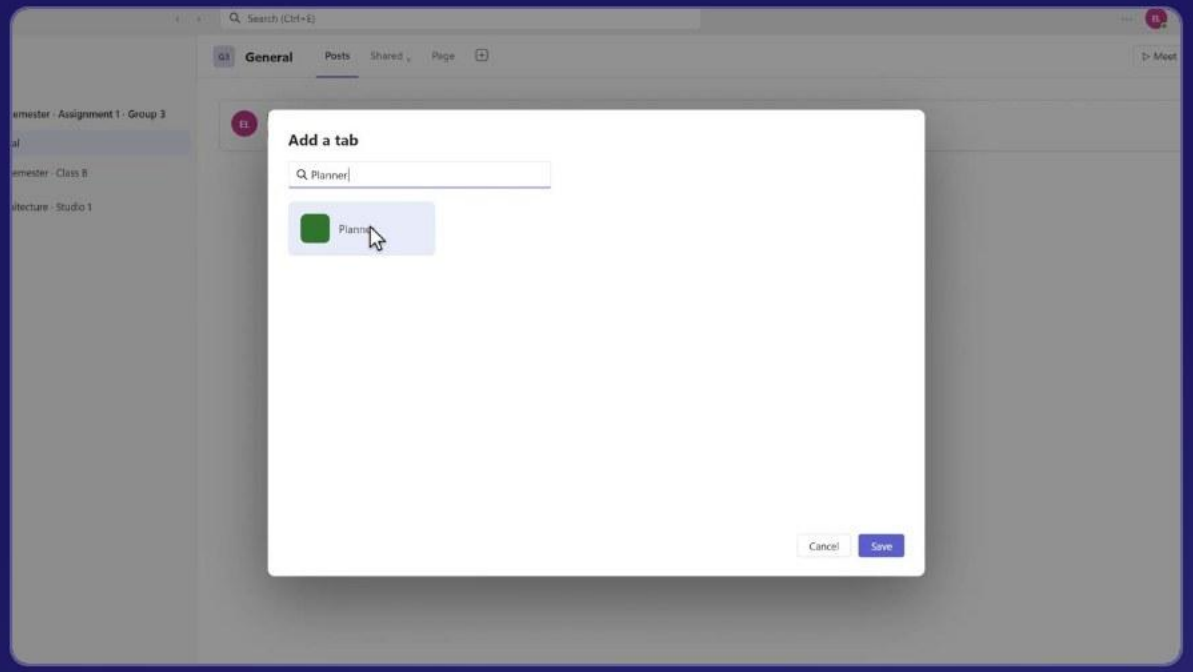
From itsLearning to the AI chat



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PART 3 · BUILD YOUR PLAN

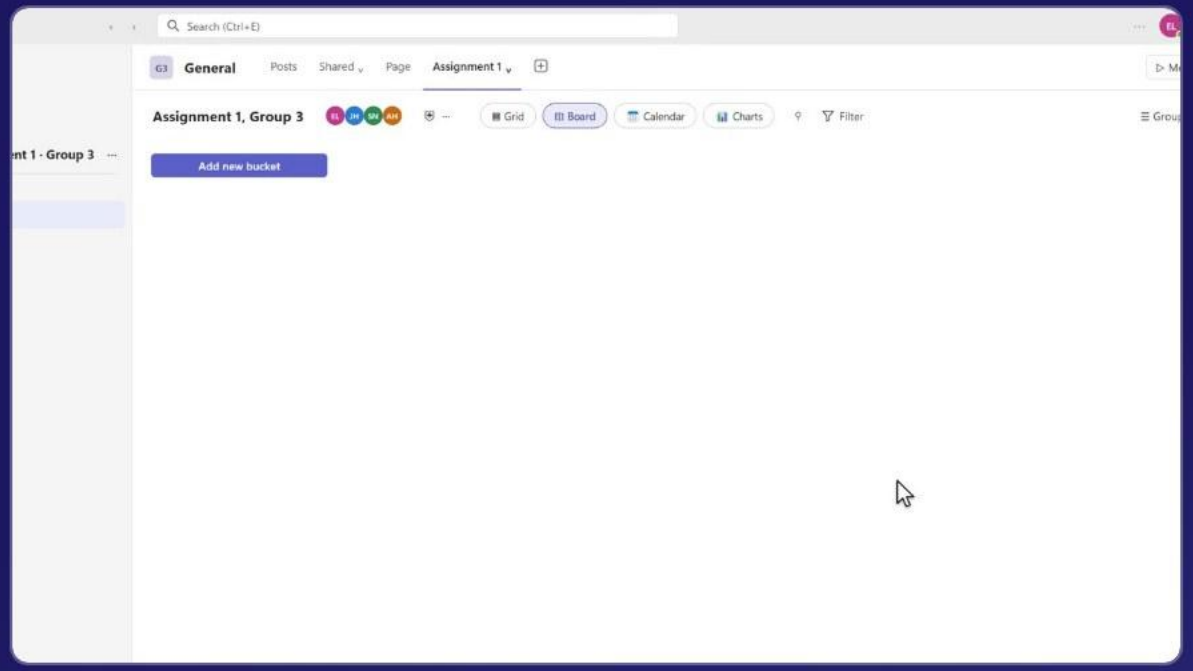
Open Planner in your team



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PART 3 · BUILD YOUR PLAN

Create the plan

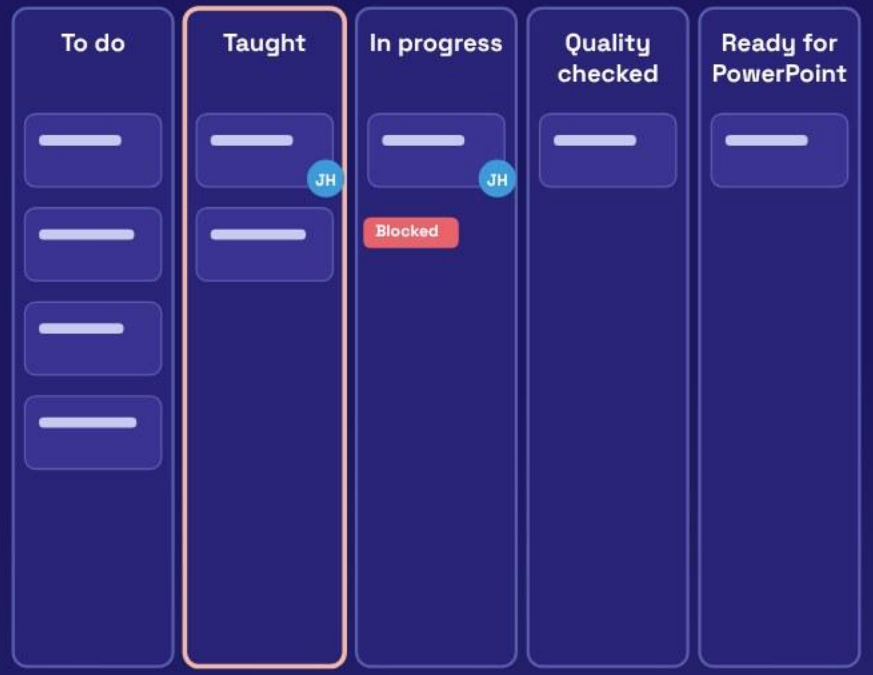


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PART 3 · BUILD YOUR PLAN

Five buckets, left to right

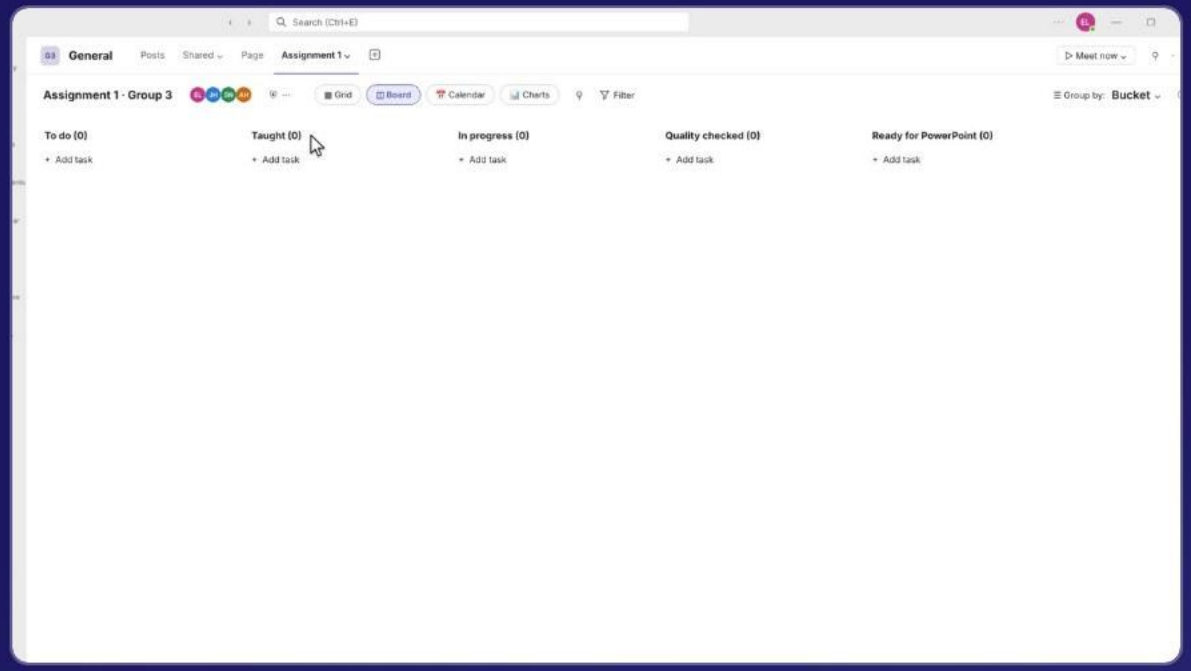
- Five buckets, left to right
- To do
- Taught: only take work from here
- In progress: one activity at a time
- Quality checked: finished, waiting for its slide
- Ready for PowerPoint: the slide is made



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PART 3 · BUILD YOUR PLAN

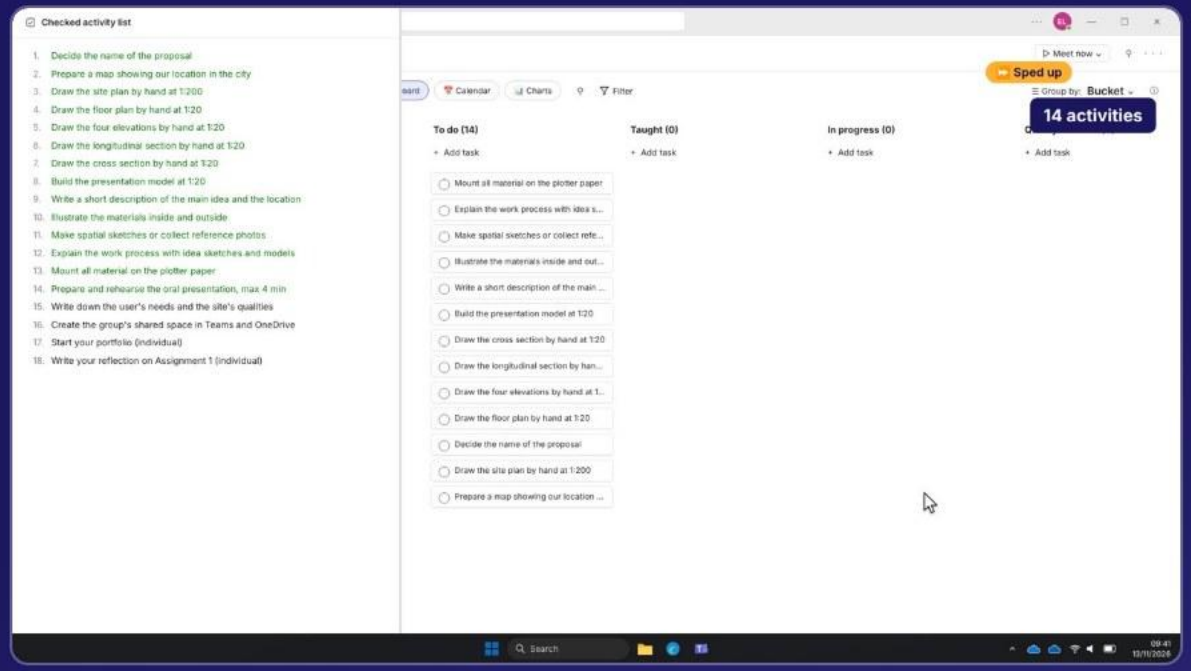
Make the five buckets



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PART 3 · BUILD YOUR PLAN

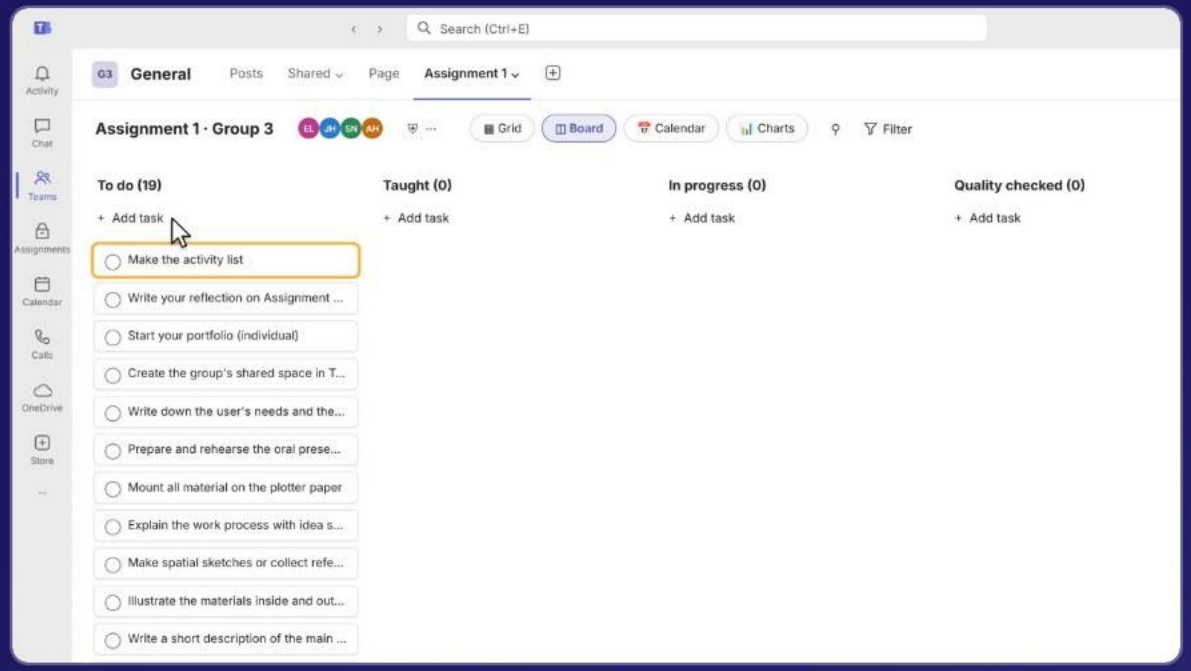
Add the activities



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PART 3 · BUILD YOUR PLAN

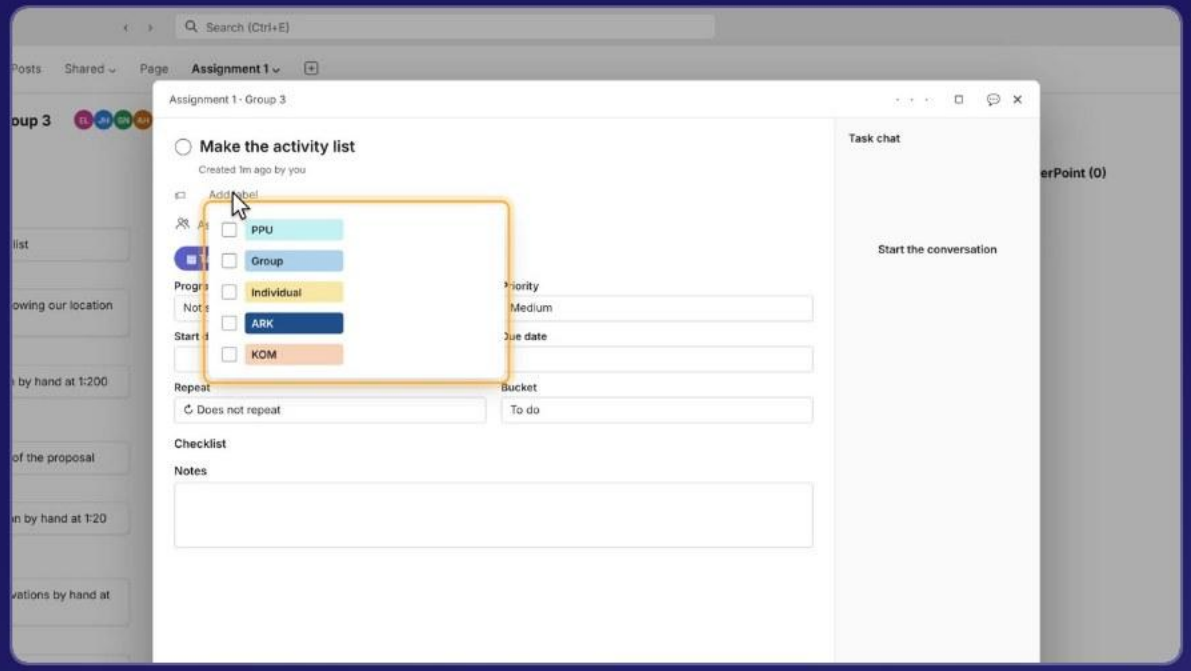
Add the activity you are doing today



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PART 3 · BUILD YOUR PLAN

Name the labels

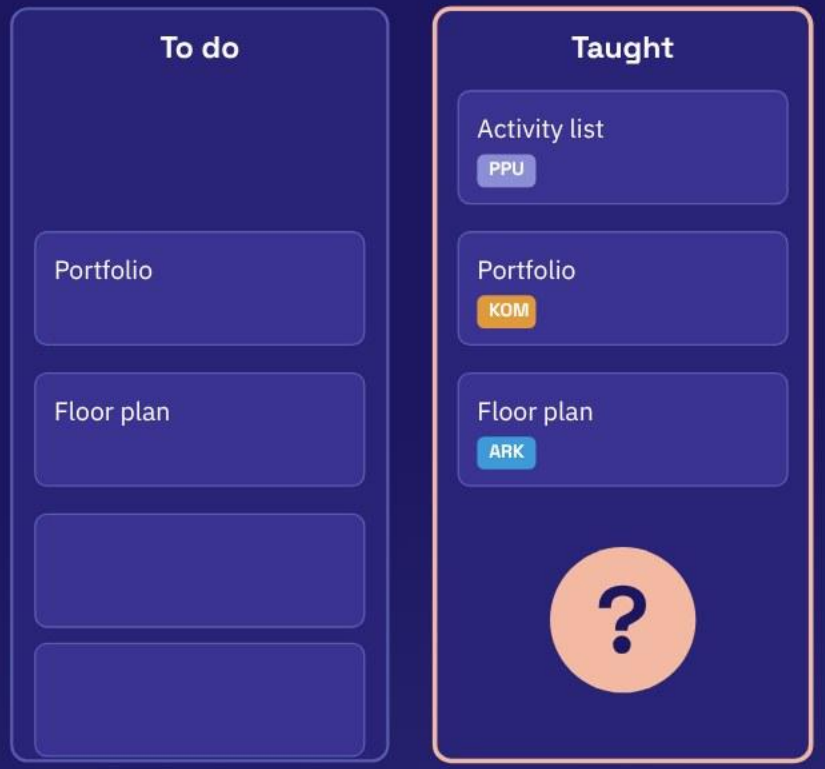


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PART 3 · BUILD YOUR PLAN

Labels grow as you are taught

- Today: Activity list · PPU
- Next lecture, Communication: a new label, and its activity moves to Taught
- Architecture teaches drawing: the floor plan moves to Taught
- Not sure? Ask first



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PART 3 · BUILD YOUR PLAN

One person keeps the plan

- The group chooses a plan responsible
- Only this person adds activities and moves them to Taught
- Calls the daily meeting, and assigns each activity
- Then the member moves the card
- Owns the activity list



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YOUR TURN · 12 MIN PRACTICE

Your turn: build your plan

- Create the plan with the five buckets
- List all activities from both documents, plus the activity list
- Check it, requirement by requirement
- Label it, and choose your plan responsible

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PART 4 · 26 MIN

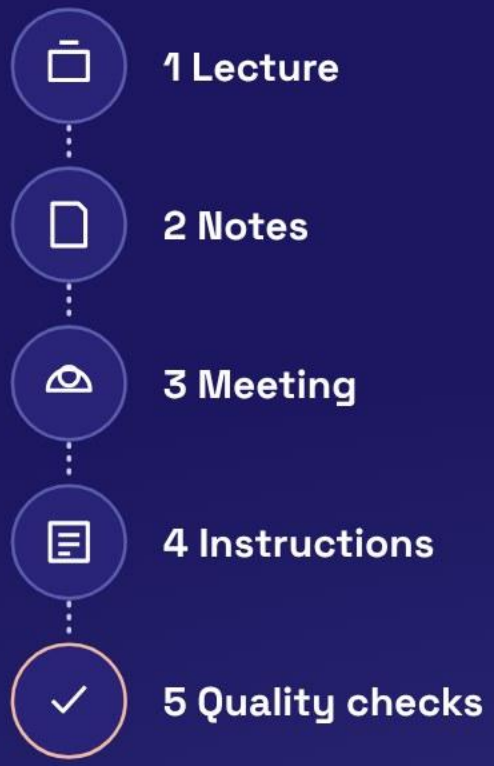
Every day with the plan

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PART 4 · EVERY DAY WITH THE PLAN

From lecture to finished work

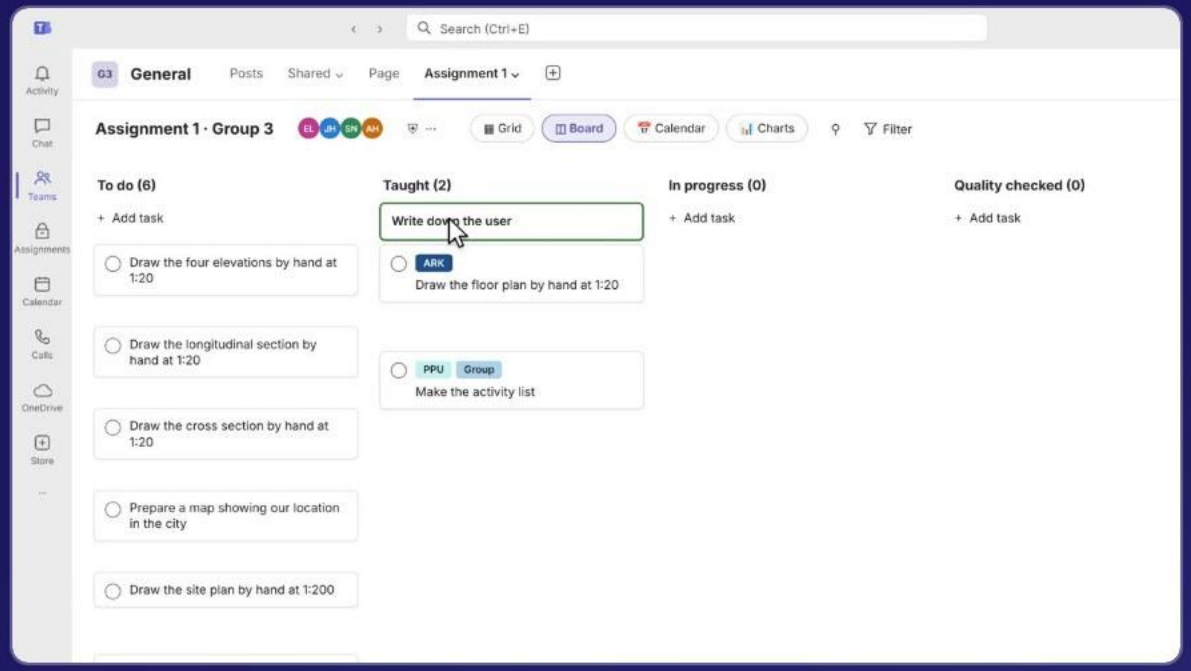
- During the lecture: into Taught
- After the lecture: everyone adds notes
- Daily meeting: one member, an estimate, dates
- That member: checked instructions and a checklist
- Quality checks, then the slide



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PART 4 · EVERY DAY WITH THE PLAN

During the lecture: into Taught

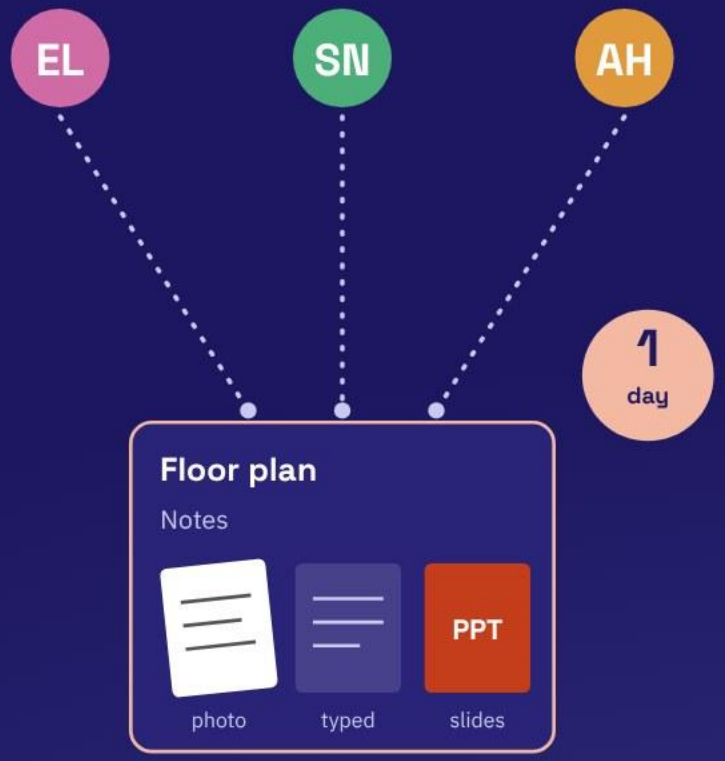


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PART 4 · EVERY DAY WITH THE PLAN

After the lecture: everyone adds notes

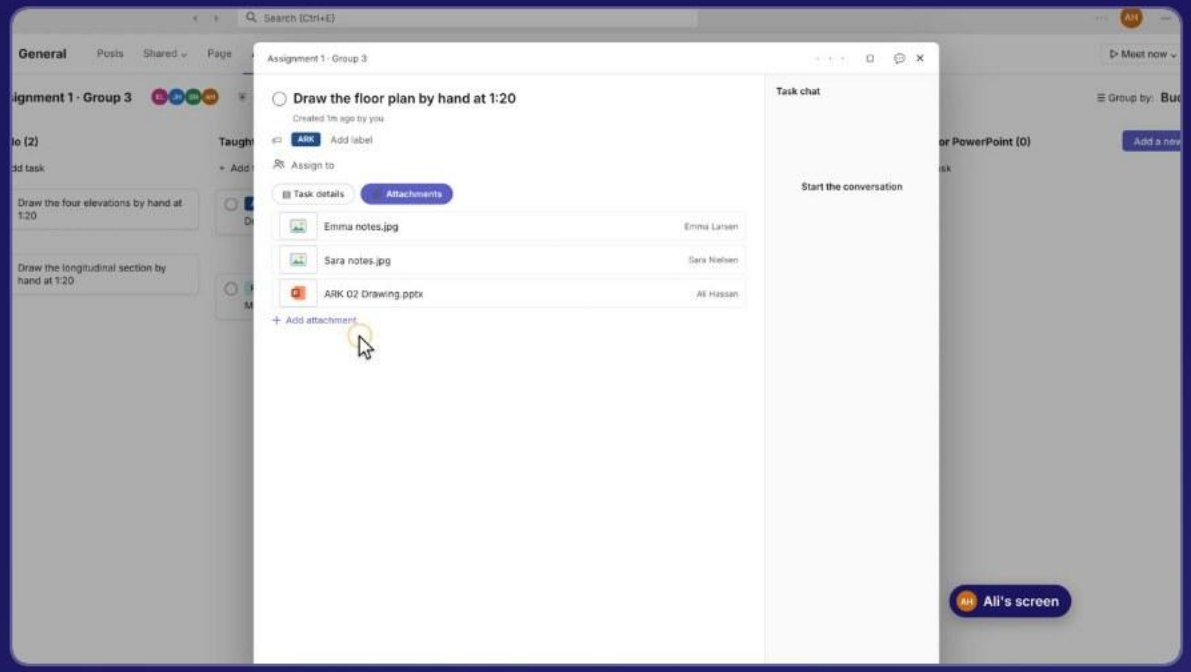
- Everyone adds their own notes
- Photos of handwriting are fine
- Add the presentation, and anything else that helps
- The same day



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PART 4 · EVERY DAY WITH THE PLAN

Add your notes

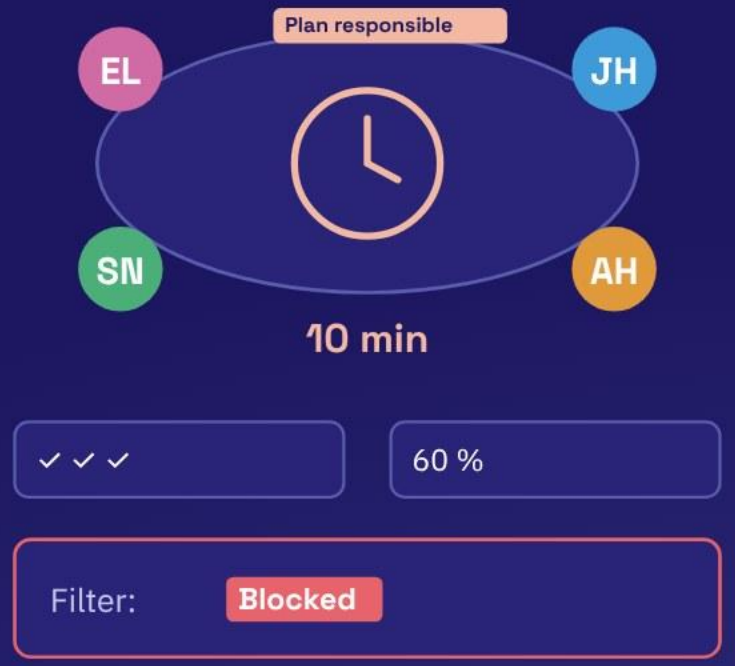


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PART 4 · EVERY DAY WITH THE PLAN

The daily meeting: status and Blocked

- Once a day, ten minutes
- Who has done what?
- Filter by Blocked first

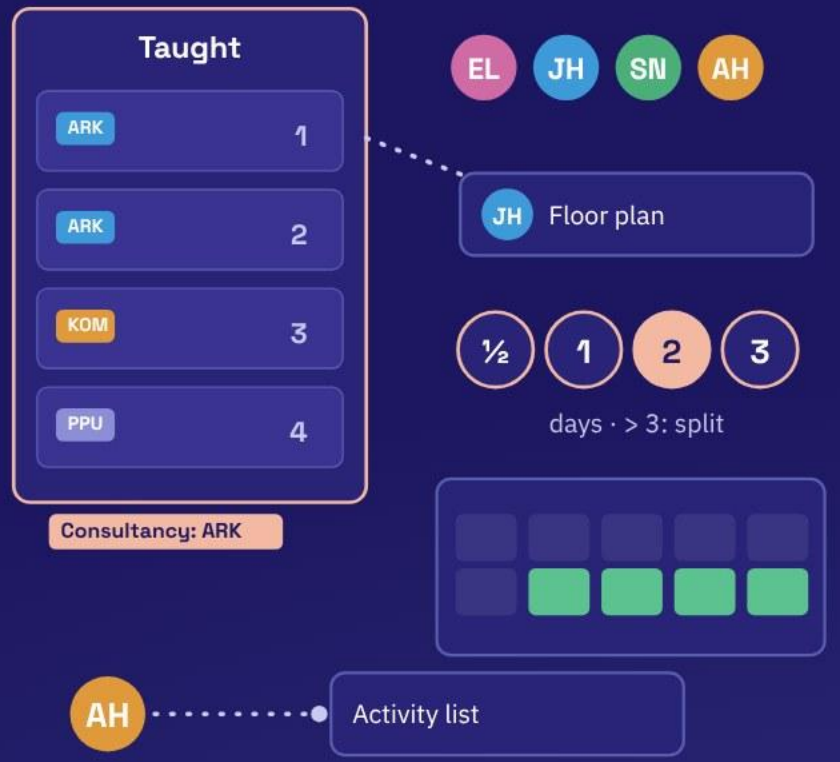


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PART 4 · EVERY DAY WITH THE PLAN

The daily meeting: assign, estimate, dates

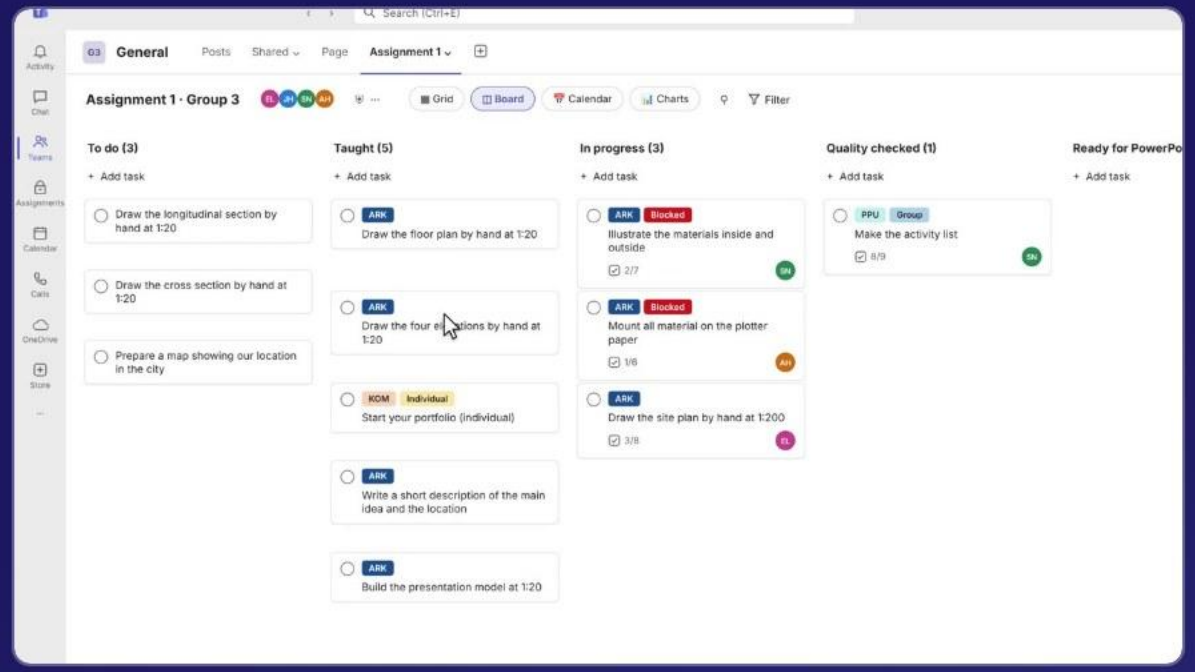
- Sort Taught: consultancy subject first
- Who is free, and when?
- One responsible member for each
- Estimate the working time: ½, 1, 2 or 3 days
- Dates from the member's time
- Free, with nothing assigned? Take the top one



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PART 4 · EVERY DAY WITH THE PLAN

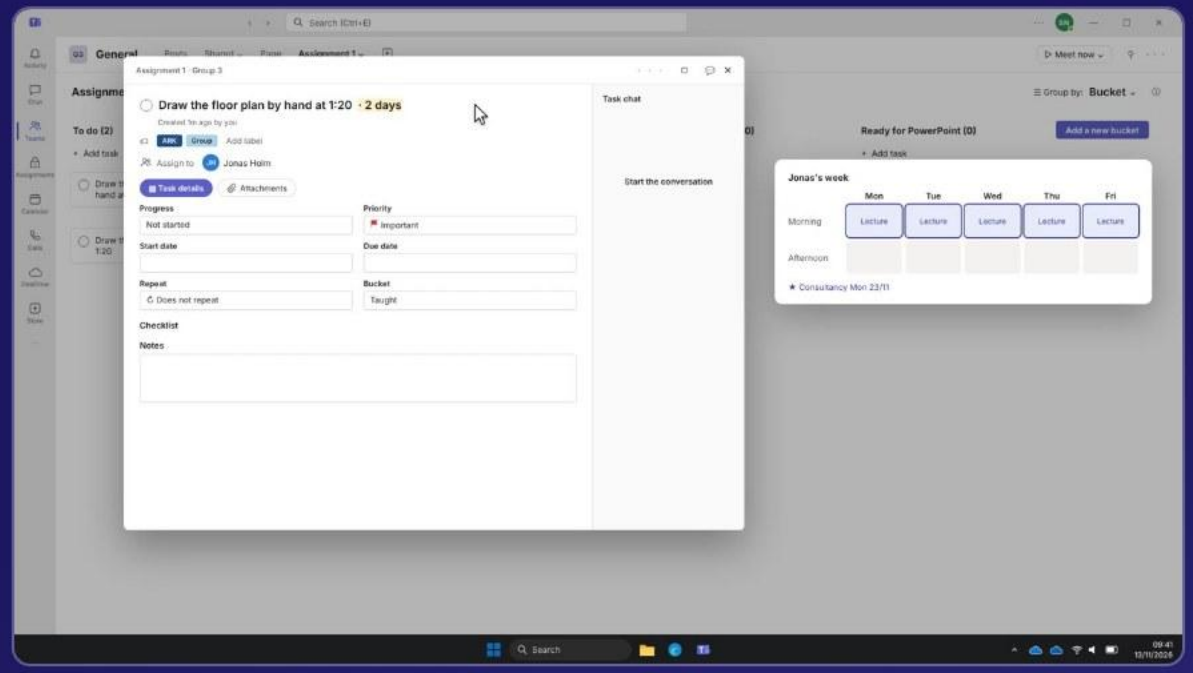
Blocked first, then sort Taught



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PART 4 · EVERY DAY WITH THE PLAN

Assign an activity

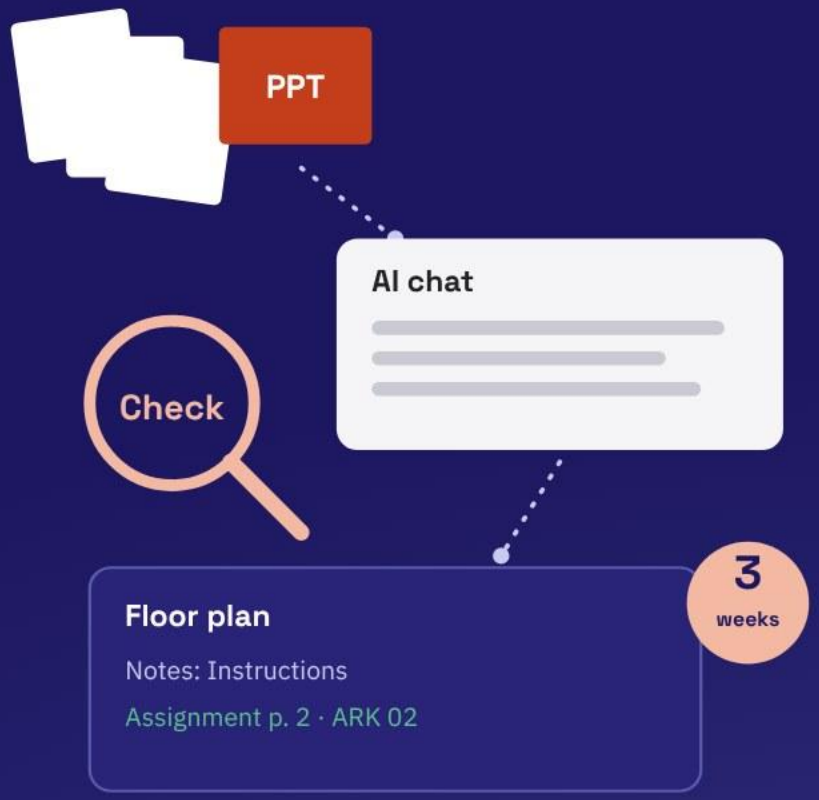


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PART 4 · EVERY DAY WITH THE PLAN

Sort the notes with AI

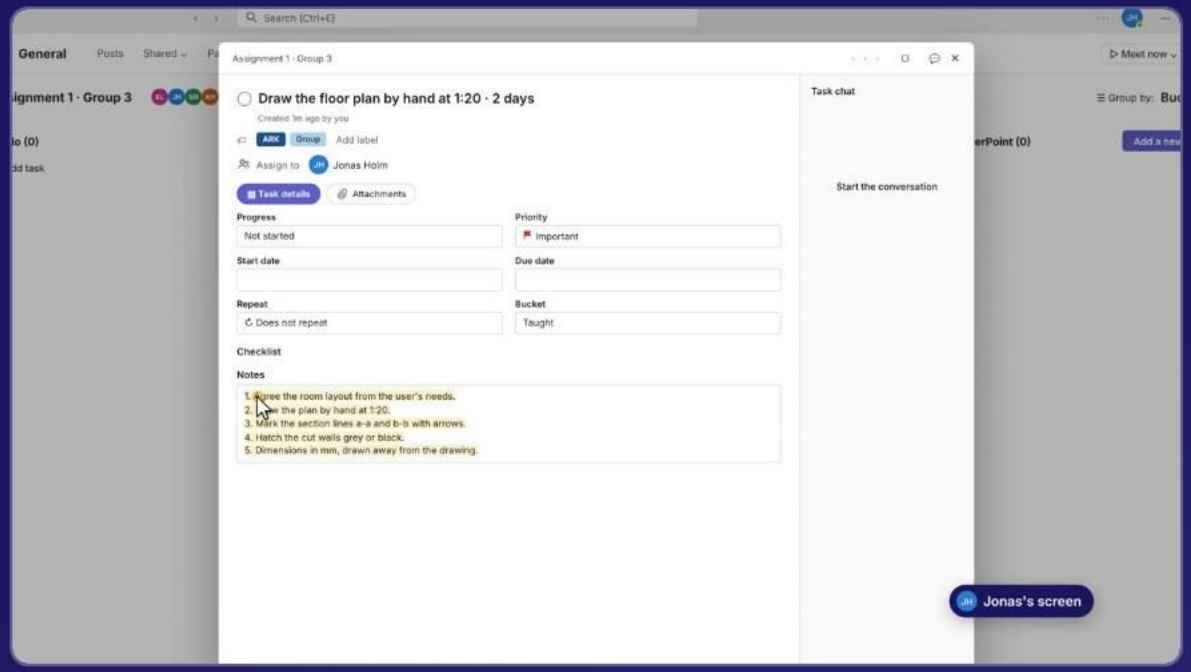
- Everyone's notes and the presentation
- AI chat: clear instructions for this one deliverable
- Check it before you use it
- Into Notes, with the source
- In three weeks you won't remember



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PART 4 · EVERY DAY WITH THE PLAN

Sort the notes with AI

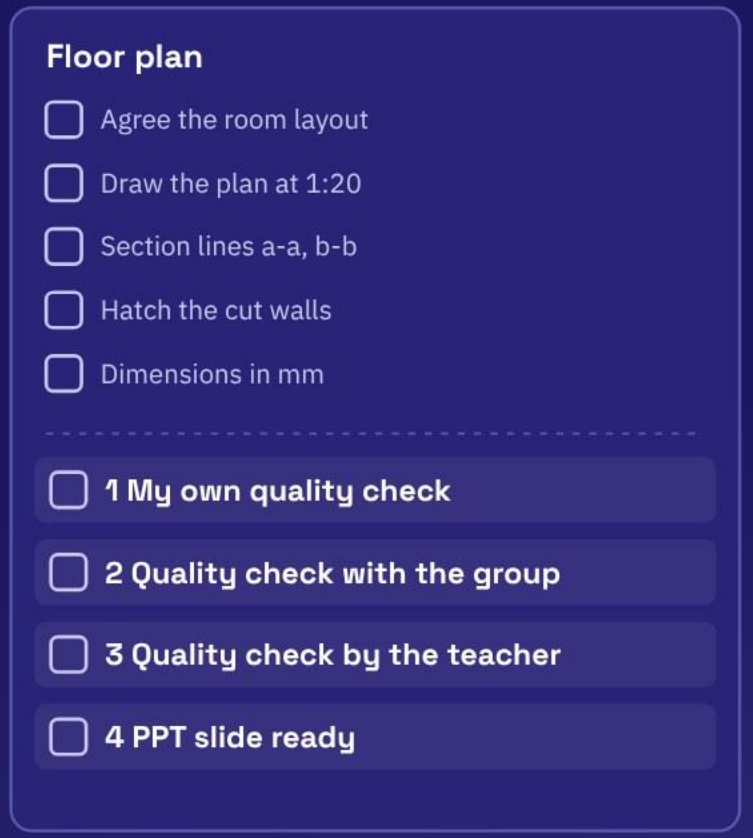


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PART 4 · EVERY DAY WITH THE PLAN

Every checklist ends the same way

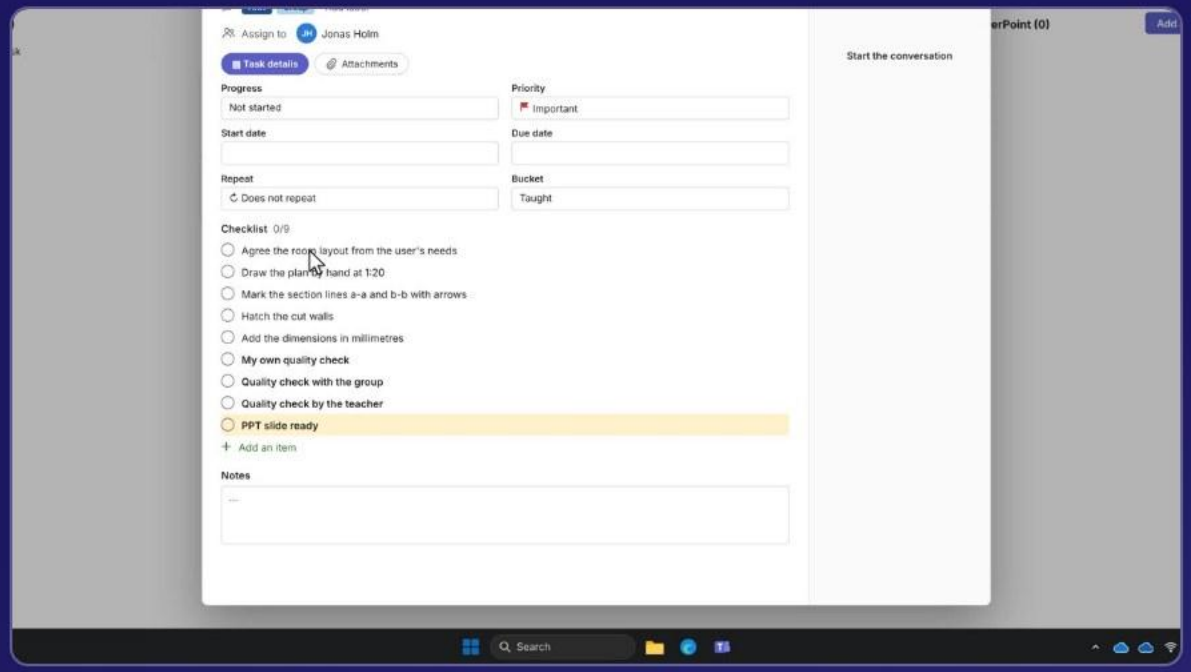
- What to find out and what to do
- 1 My own quality check
- 2 Quality check with the group
- 3 Quality check by the teacher
- 4 PPT slide ready



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PART 4 · EVERY DAY WITH THE PLAN

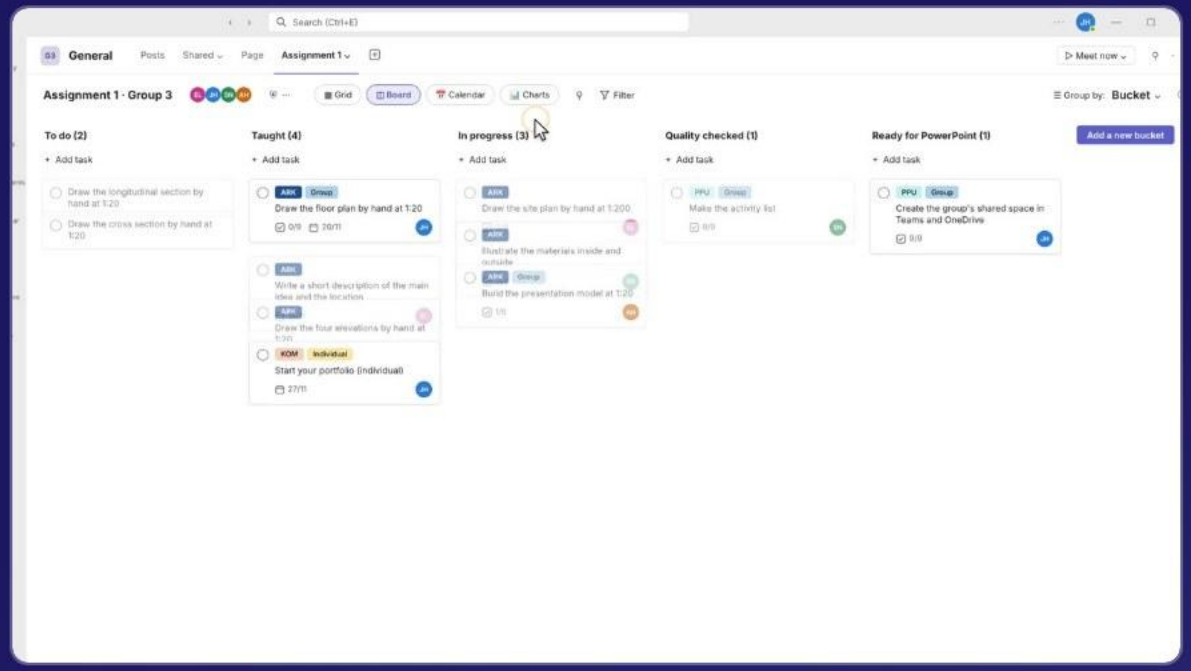
Add the checklist



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PART 4 · EVERY DAY WITH THE PLAN

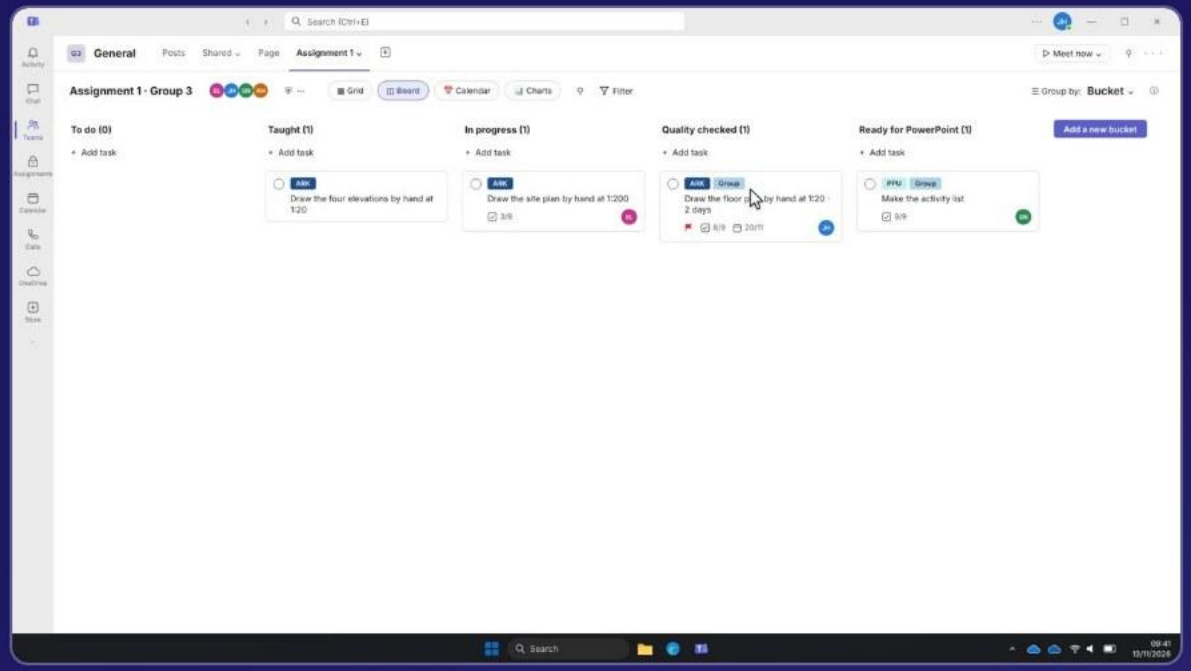
See only your own work



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PART 4 · EVERY DAY WITH THE PLAN

Show your progress

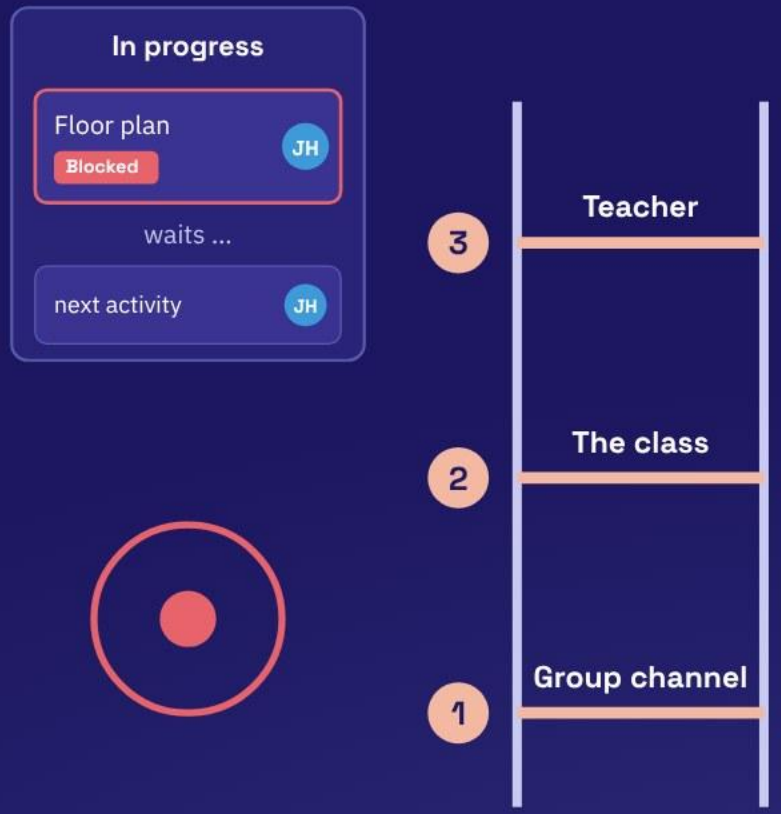


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PART 4 · EVERY DAY WITH THE PLAN

Blocked? Ask in this order

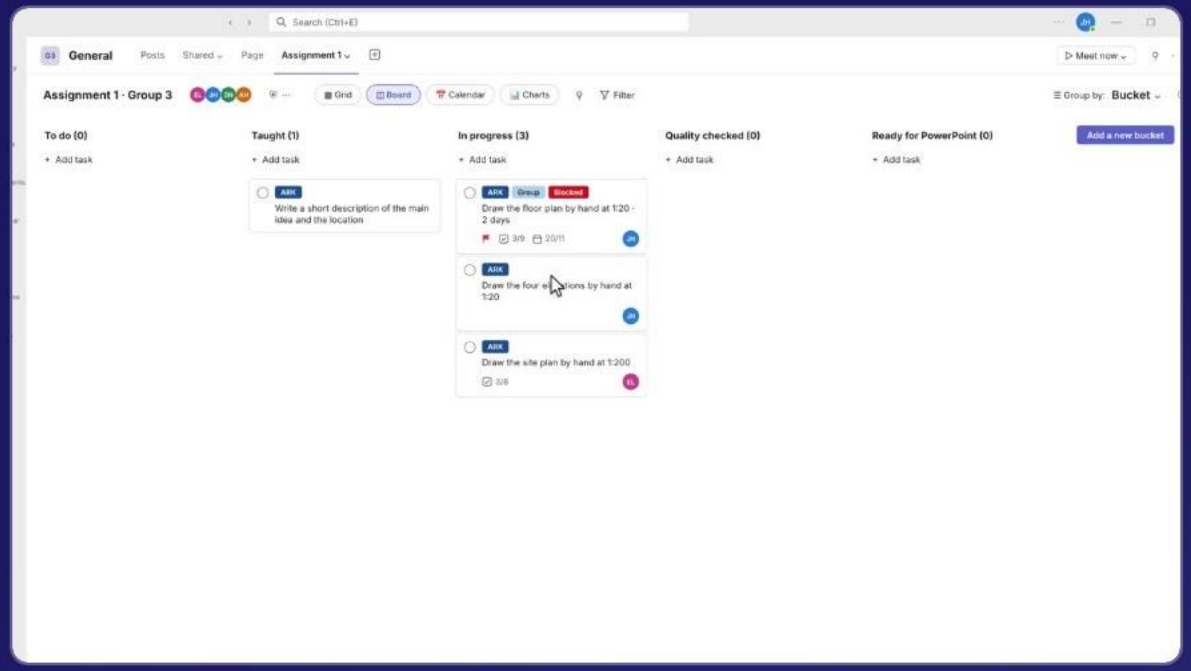
- Something is missing: mark it Blocked
- It stays in In progress, with you
- Take your next activity from Taught
- 1 Your group channel
- 2 The class
- 3 Your teacher
- Blocked makes stuck work visible



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PART 4 · EVERY DAY WITH THE PLAN

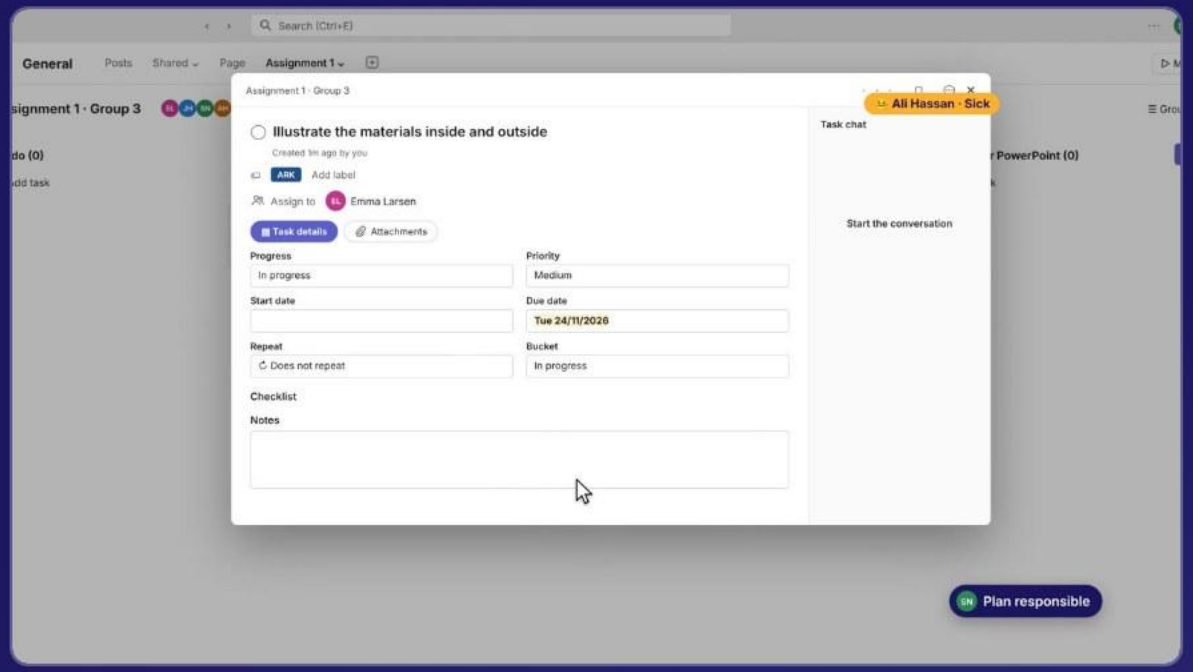
Mark it Blocked



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PART 4 · EVERY DAY WITH THE PLAN

Give the work to someone else

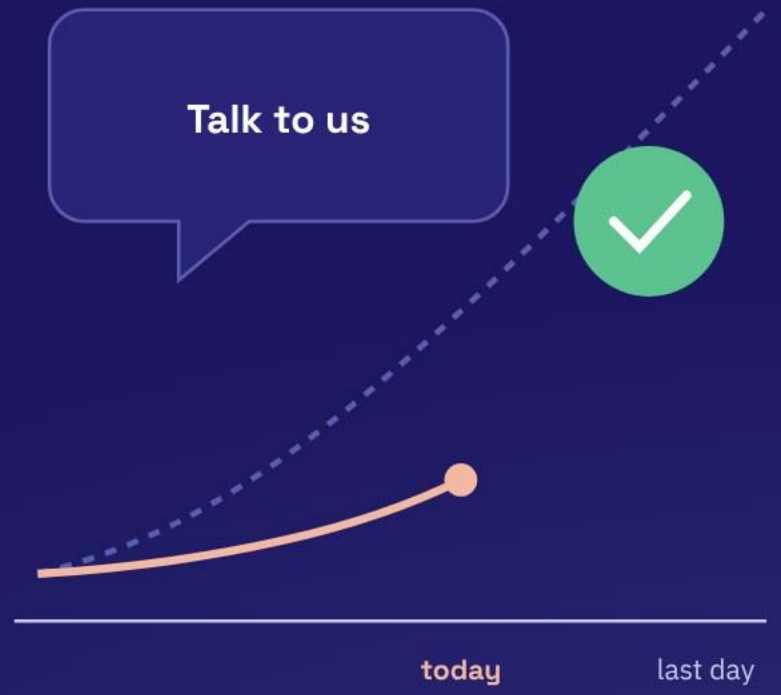


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PART 4 · EVERY DAY WITH THE PLAN

If the plan does not hold

- You can see it early
- Talk to your teachers in good time
- We can adjust the work



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YOUR TURN · 12 MIN PRACTICE

Your turn: fill out one activity

- Plan responsible: move what you were taught today
- Everyone: add your notes
- Plan responsible: assign it, with an estimate and dates
- That member: instructions, checked, and the checklist
- Everyone: filter by your own name

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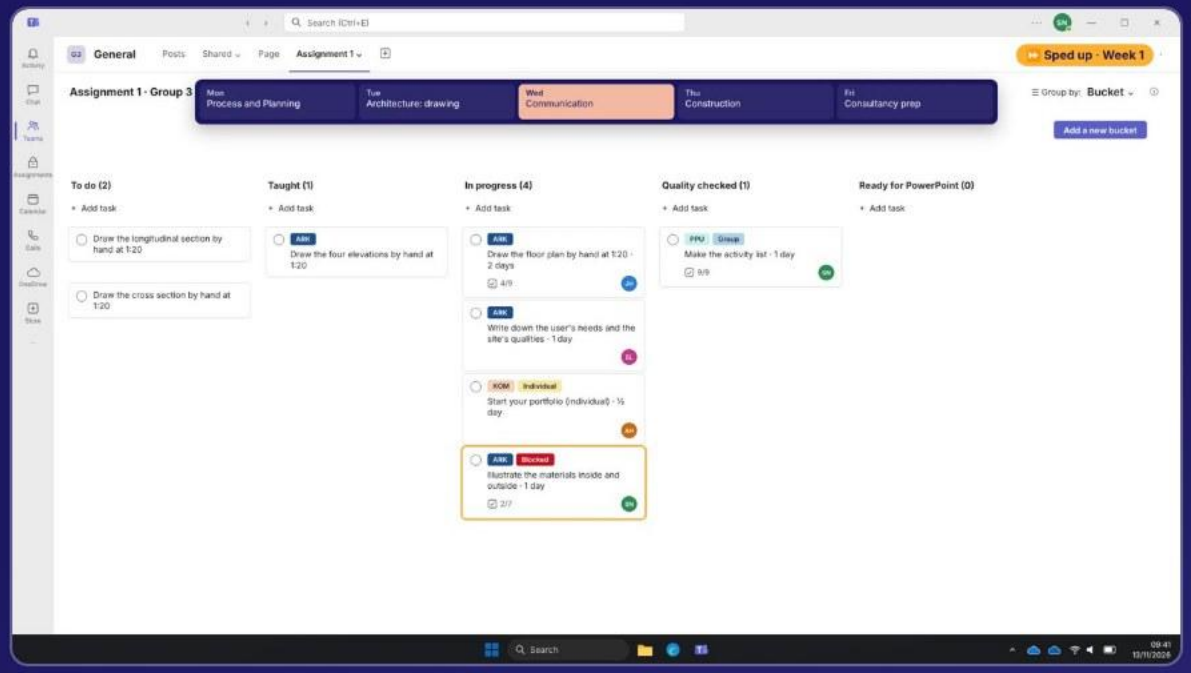
PART 5 · 16 MIN

Two weeks in the plan

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PART 5 · TWO WEEKS IN THE PLAN

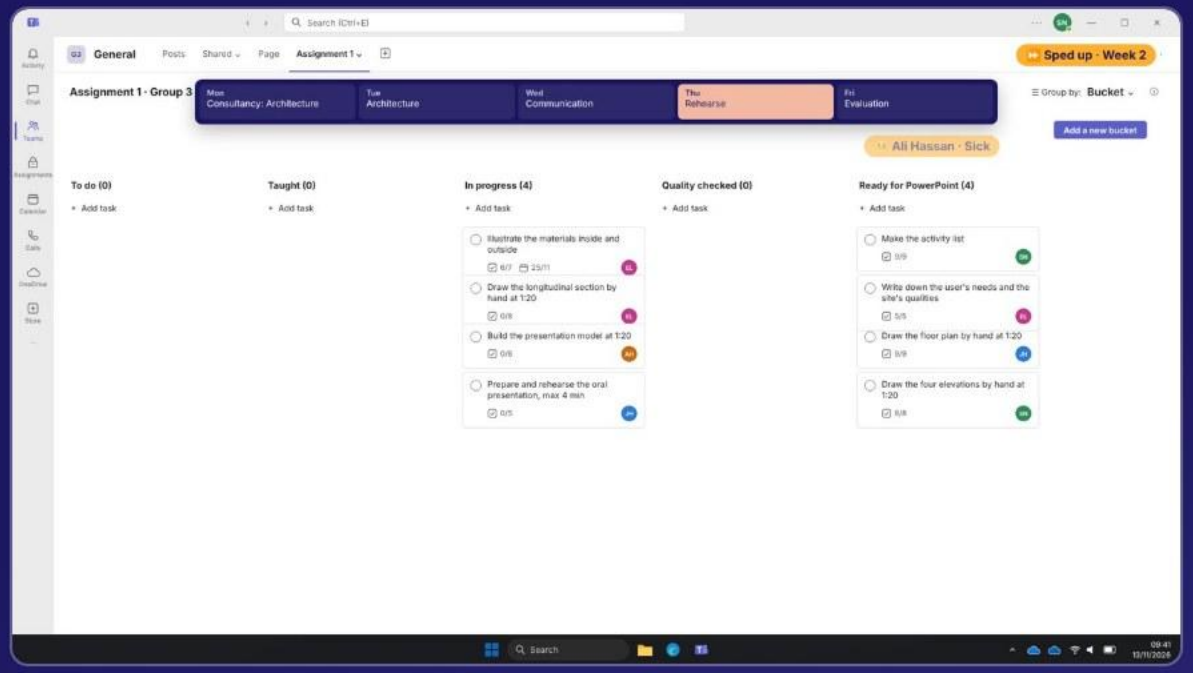
Week one



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PART 5 · TWO WEEKS IN THE PLAN

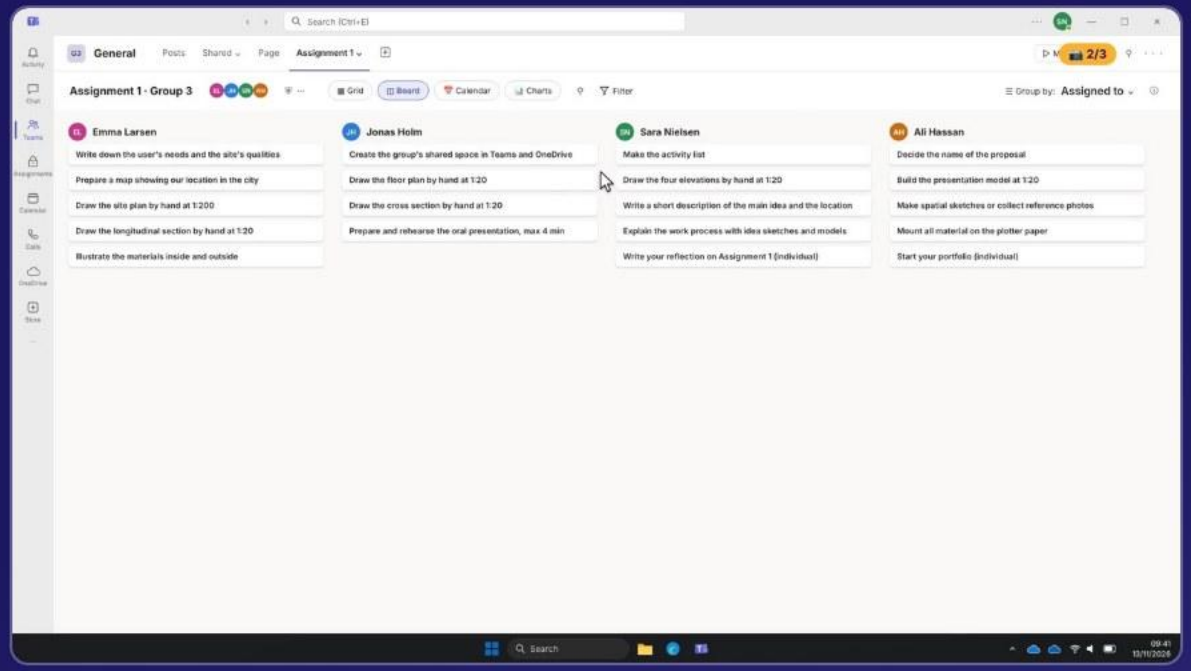
Week two



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PART 5 · TWO WEEKS IN THE PLAN

Present your plan: three screenshots



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YOUR TURN · 10 MIN PRACTICE

Your turn: your first daily meeting

- Hold your first daily meeting
- Assign the activities available in Taught
- An estimate and dates for each
- Filter by your own name

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PART 5 · TWO WEEKS IN THE PLAN

What to remember

- Your school account, your group's folder
- Five buckets, left to right
- Everything inside the activity
- Ten minutes every morning
- Every deliverable is an activity
- One responsible member, an estimate, dates
- Stuck? Blocked, then group, class, teacher

Ten minutes a day keeps the whole group in control of the assignment.