**Date: ............................................. Name: .....................................................................................................**

**WINCHESTER COLLEGE VBK PRACTICAL MATHEMATICS** **AND MICROSOFT EXCEL COURSE**

**SKILL TRACKER PROJECT**

**Scope**

This project is all about getting used to how information is stored, and presented, in a computer spreadsheet such as Microsoft Excel. Information is *not* restricted to numbers. Think of the spreadsheet as a hyper-flexible table, which can contain text, pictures, formulae, graphs .... Basically anything that needs to be related in a visual way.

A skills tracker is a type of spreadsheet which relates a required set of skills to be mastered against your current progress. It is mean to be a dynamic document, which you update as you become more adept.

A progress tracker is a key tool in **Project Management**, and enables the *status* of many parallel tasks to be tracked. A spreadsheet will be used plan the next World Cup, High Speed Rail, the UK budget and even the inner workings of Winchester College! Most humans can only focus on a few things at a time. A well designed spreadsheet can potentially allow you to manage effectively a significantly larger number.

**Some key skills to master**

* Entering different information (text, numbers, dates) into Excel.
* **Formatting** information within cells, and the cells themselves.
* Use of **colour**. 'Red', 'Amber', 'Green' (RAG) colourings are used extensively in industry to quickly identify issues. If you are keeping track of a thousand design requirements for a new satellite, you might want to focus on the 'Red' requirements when you have a design review! If the spreadsheet has a thousand rows, zooming out will only reveal the RAG status and not the cell contents. You can therefore get a 'helicopter view' of a project's progress, before 'diving in' (or 'drilling down') to the details. The project is complete and on track when 'everything is Green.' Yes, the world of business has a lot of jargon.

**Ideas for next steps**

Choose a personal project which requires a set of specific skills to be mastered or skills to be completed. Then use Excel to make a skills tracker. Be creative with the presentation, but remember the purpose of the document is to clearly identify your priority tasks next time you look at it!

Ideas could be:

* Knowledge of particular topics or techniques for your chosen Pre-U subject next year. You could rate yourself between 1 ("I am the master") to 7 ("Even the words of the requirement are mysterious!") and use the Red, Amber, Green colour system. Then devise a **SMARTA** (Specific, Measurable, Achievable, Realistic, Time-bound and Agreed) plan to sort out the Red cells, and then the Amber ones.
* Skills required for you to pass your next music exam
* Training required to achieve DofE Gold or Silver awards
* List of books / films / music / cultural experiences you would like to have in the next ten years
* What you need to do before you attend University
* What you would like to do in the long summer holidays, and *what* *you need to do now* *to make this happen*
* A 'holistic' audit of what you have achieved at Winchester so far. Include, academic, sport, music, drama, development of interpersonal skills etc.

AF 13/5/14

**Example** : **Skills tracker for a Climbing Wall Instructor Award**

Tip: Use text wrapping (Right menu, Format cells, Alignment) to format the table and make it easy to read.



Status as of 7/05/2014

What needs to be achieved to pass

RAG status