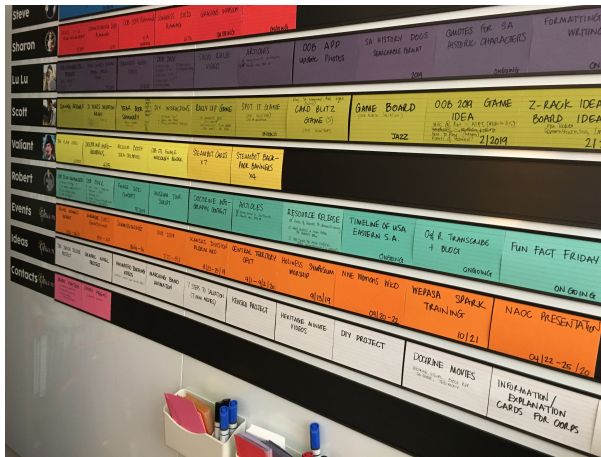


SA D I Y PROJECT BOARD

Salvation
FACTORY

Supplies:



1. Magnetic Board
2. Customized Magnetic Labels
3. Magnetic C-Channel Roll or Single Card Holders
4. Strong Magnets
5. Index Cards (Various Colors)
6. Magnetic Marker Holder
7. Permanent Markers
8. Index Card Storage Box
9. Index Card Dividers

Method:



1. Obtain a large magnetic board. Select a wall mounted or free-standing board, based on your available space and particular needs.
2. Alternatively, use strips of magnetic tape on glass or other non-magnetic boards.

Magnetic Boards:


<https://www.magnetag.com>

Magnetic Tape:

https://www.amazon.com/gp/product/B07C3MQ86M/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1

https://www.amazon.com/gp/product/B073519752/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1

SA D I Y PROJECT BOARD



3. Create customized labels for each category of the project board.

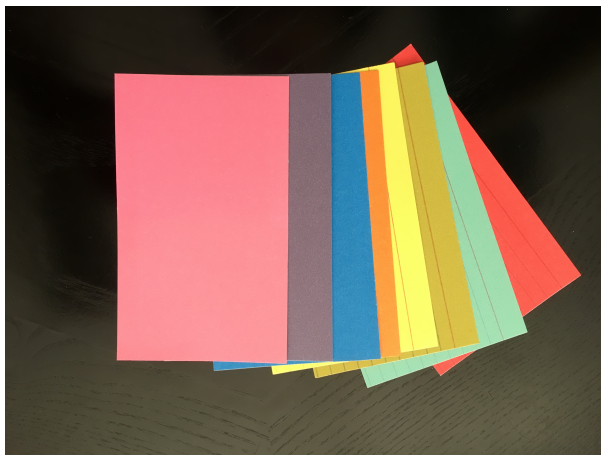
This may be the names of people on your team, specific milestones, months of the year, or events. Consider these categories your more stable components and applicable across various projects.

Add photographs, logos or images to make these labels fun and meaningful to your team.

Customized Magnetic Labels:

(suggested size: 3"H x 10"W)

<https://www.uptprinting.com>



4. Purchase the following supplies to populate and effectively utilize your board:
- Magnetic C-Channel Roll or Data Card Holders (purchase the roll or holder that matches the dimension of the index cards you have selected).
 - Index Cards in various colors.
 - Strong Magnets (Wak Tack).
 - Permanent Markers to write project information on the cards.
 - Magnetic Marker Holder to store index cards and markers on the board for easy access (optional).

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PROJECT BOARD



Single Data Card Holders:

https://www.amazon.com/gp/product/B00BNDROWK/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1

C-Channel Rolls:

<https://www.labelmagnets.com/c-channel-magnets/>



Index Cards:

https://www.amazon.com/gp/product/B073V7R2LP/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1

Magnetic Marker Holder:

https://www.amazon.com/Whiteboards-Organizer-Neodymium-Markers-Bonus-Whiteboard/dp/B07CZG596M/ref=sr_1_12?keywords=magnetic+marker+holder&qid=1558374429&s=office-products&sr=1-12

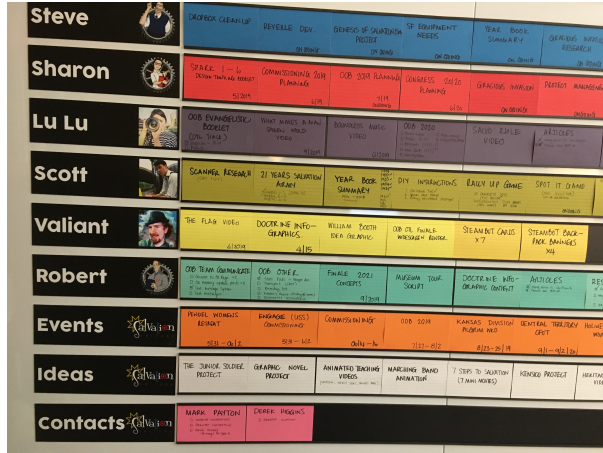
Strong Magnets (Wak Tack Magnets):

www.waktack.com



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5. Set up your board:

- Place the customized labels on the board.
- Add the C-Channel Roll, cut to the size of your board or your required length. (If you are using 3" x 5" index cards, you will want your C-Channel Roll to be cut at a multiple of 5" so that you don't waste any of the magnetic roll).
- If using the individual Data Card Holders, place them next to each other as closely as possible.
- Store your index cards and markers in the holder and place on the board.
- Use the Wak Tack Magnets to add additional information or inspiration that will add to the direction of your project.



6. Use individual index cards (color-coded by task or team member) to represent each step in your work breakdown schedule.

- List project name and due date.
- Add any additional details to the back of the card.
- Slide the card into the C-Channel Roll/Data Card Holder based on the priority of the task (e.g. more urgent tasks are toward the front/ top).
- Remove and store the card once the task has been completed.
- Easily slide the remaining cards up in priority.

PROJECT BOARD



7. Purchase the following supplies to be able to store and easily retrieve project cards, once the task has been completed.

- a) Index Card Storage Box
- b) Index Card Dividers (label these dividers to match the custom labels you created for your project board)

Index Card Storage Box:

<https://www.amazon.com/Snap-N-Store-Index-Card-Black-SNS01573/dp/B002VCTQS2/>

[ref=sr_1_3?](#)

[keywords=index+card+holder&qid=1558374915&s=office-products&sr=1-3](#)

Index Card Dividers:

https://www.amazon.com/Oxford-Index-Inches-Assorted-Colors/dp/B0000AQOET/ref=sr_1_3?

[crd=3GSOVUPDEDPLE&keywords=index+card+dividers+3x5&qid=1558375027&s=office-products&sprefix=index+card+dividers+%2Coffice-products%2C311&sr=1-3](#)

Important Information:

- 🕒 The board, as described, can be used by a Project Manager to manage a variety of projects inexpensively and efficiently.
- 🕒 The concept of this board can also be adjusted to accommodate a visual calendar, interactive corps notice board, idea sharing space, etc.
- 🕒 Completed cards should only be removed and stored by the Project Manager, however, team members may refer to the board to review their priorities for each day/ week/ month.
- 🕒 This board is most effective when paired with individual quick weekly meetings, where completed cards are removed, challenges are discussed, priorities are set, and new cards are added.