Design ………… Project Plan

CONTENTS

[Stage 1: Defining (Initiate the Project) 2](#_Toc362009470)

[Stage 2: Planning (Plan the Project) 6](#_Toc362009471)

[Stage 3: Doing (Execute the Project) 11](#_Toc362009472)

[Stage 4: Reviewing (Close the Project) 15](#_Toc362009473)

**Instructions:** Click any of the sections in the Contents to go directly to that Stage. On a PC, click or press Ctrl+click to make your selection. On a Mac, press Command+click.

Design …………….. Project Plan

# Stage 1: Defining (Initiate the Project)

PROJECT NAME: Souvenir Project

**A. Goals**

Goals should clearly state, at a high level, what the project will deliver.

1. What is the question, problem, issue, or perspective that is driving your project?

*How can we make a high quality souvenir?*

1. What is your goal?

*Each group will come up with one sample mascot souvenir for the PTA to sell. We will try to convince the PTA to choose our group’s souvenir.*

**B. Resources, Constraints & Assumptions**

1. Resources are all of the things that can be applied to help the project that you already have access to. List the resources you have available.
2. Constraints are defined as things that limit what you can do in some way. List the constraints your project will have.
3. Assumptions are the things you believe to be true about the project. What assumptions can you make as you begin your project?

**C. Deliverables**

* Deliverables: the end product of the project
* Dependencies: the relationships between the deliverables.

|  |  |  |
| --- | --- | --- |
| # | Deliverable | Dependencies |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**D. Stakeholders**

Stakeholders are other people that have an interest in your project and its goals. Who are your stakeholders, and in which parts of your deliverable do they have an interest?

|  |  |  |
| --- | --- | --- |
| **Stakeholder Name** | **Deliverable** **#** | **Stake in Project** |
|  |  |  |
|  |  |  |
|  |  |  |

**E. Project Managers**

Identifying project managers will help you manage all the parts of your project. The activities for the managers fall into three general categories, and students assigned to work as managers will have specific roles helping monitor and manage the project. You will learn more about the responsibilities of each manager in the Doing Stage of your project.

* The Communication Manager will check in with each team member to help keep track of the deliverables.
* The Time Manager will make sure that the project is on schedule and make any schedule changes that arise.
* The Quality and Risk Manager will make sure that the team has the supplies they need and that they are meeting criteria when creating the souvenirs.
* The Project Manager will help make any updates to the Student Project Plan and will provide an overall project update.

Who on your team will fill each of these roles?

* Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Time Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Quality & Risk Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Communications Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Stop here until you are ready to begin the Planning Stage.***

Design ………… Project Plan

# Stage 2: Planning (Plan the Project)

What deliverable are you planning with this document? (Refer to your Defining Stage, above.)

Deliverable: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Planning your project is an important step, one that saves time and frustration in the long run. During the Planning Stage you are working through and solving problems before they come up. During planning, you will work through several important questions, helping you make decisions about how you will carry out the project.

* Success Measures: The method you will use to determine if you have been successful in meeting your Deliverable. The measures may be quantitative and/or qualitative.

What are your Success Measures?

**A. Success Measure(s):**

* *Souvenir is a high-quality example (based on agreed-upon criteria)*
* *Souvenir represents our school*
* *Souvenir can be easily reproduced*
* *People would likely purchase the souvenir as part of a school fundraiser, based on feedback from surveys*

**B. Sequencing and Scheduling**

Milestones are the critical points in a project’s timeline that help you monitor if your project is remaining on schedule.Completing a deliverable will always be a milestone, but there will often be other critical points leading to the deliverable that should also be named as milestones. Write your milestones as a statement of what you will have accomplished.

What are your milestones for this deliverable?

**Milestone 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Milestone 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Milestone 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Activities** are things you need to accomplish to meet your milestones, leading to completing the deliverables.

What are your activities for this deliverable?

**Tasks** are individual to-do items. Usually there will be multiple tasks for each activity.

1. What are your tasks to complete each activity?
2. How long do you need to allow to complete each activity and task?
3. Combining your milestones, activities, and tasks with sequencing and time will give you a schedule for your project.

SOUVENIR PROJECT SCHEDULE

|  | Milestone: insert milestone number at the appropriate date | Time |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Activity or Task** *(list below)* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**C. Resources Needed**

Resource planning means considering all the things that you will need to complete the project. This might be money, space, supplies or materials.

|  |  |
| --- | --- |
| Resource Needed (list ea. separately) | How You Will Acquire it |
|  |  |
|  |  |
|  |  |

***Stop here until you are ready to begin the Doing Stage.***

Design ……………. Project Plan

# Stage 3: Doing (Execute the Project)

A. Team Responsibilities

Review your activities and tasks and determine how you will assign work teams. As you agree on responsibilities, you should consider which activities are happening concurrently and sequentially, so that the work is distributed evenly across the amount of hours and number of people.

|  |  |  |
| --- | --- | --- |
| Team Member | Lead on Activity #s | Assist on Activity #s |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

B. Monitor and Control Cycle

1. **Team Status Report**

Each team should work as a group to fill in a copy of this form at the beginning of each monitor and control cycle.

Team Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report covers the time period from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List the activities or milestones have you completed since your last status report. Insert “C” if they are complete.
2. List the activities you are currently working on. Fill in the estimated completion date of the activity, even if that is not the date it was originally scheduled to be complete.

|  |  |
| --- | --- |
| Activity | Complete or Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Have there been any setbacks that will keep you from meeting your milestones or deliverables?
2. If the team is behind on any activity or task, what is the plan for getting on schedule? Are there resources your team needs to remain or get on schedule, or to maintain the expected quality?
3. **Master Inventory**

Track your project work so that it’s all in one place.

For each monitor and control cycle, the Communication Manager will help the teams document and communicate their information through the following steps:

1. Gather together all completed materials for the working portfolio (this could be sketches, notes, sample souvenirs)
2. Document and file the items.
3. Pass on to other teams any inventory information that may affect their own work.
4. Give the inventory to the Project Manager.

|  |  |  |
| --- | --- | --- |
| Team Name | Material or Item Delivered | Digital File Name |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Update and Report**

The final steps in the Doing Stage is to assess the information, determine and assign action items (if needed), revise the Student Project Plan, and report out to the team and stakeholders. The Project Manager leads these activities.

* 1. Review your original goals, scope and schedule.
	2. Work with stakeholder(s) and other managers to make decisions on any changes to the Student Project Plan.
	3. Update the Student Project Plan as needed.
	4. Report out to the teams and your teacher on the overall project process.

***Stop here until you are ready to begin the Reviewing Stage.***

Design ………….. Project Plan

# Stage 4: Reviewing (Close the Project)

The final stage of a project is the opportunity to complete the work, review and assess the end product, and make your delivery to internal or external stakeholders.

A. Develop a Presentation

As you develop a presentation, you need to consider the goal. Why are you giving the presentation? Once you determine your goal, you will be able to write your presentation toward that goal.

1. What is the goal of your presentation?
2. Based on your goal, what are the 3-5 key points you need to cover and in what order?

|  |  |
| --- | --- |
| Order | Point to Cover |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Your team will need to decide how to organize your presentation. You could split up the speaking roles or you could organize the presentation with some people creating the visual materials, others doing the talking and yet others supporting in different ways. How will you assign the roles for your presentation?

1. Build out an outline for each of the key points above.
2. Assign each team member to the portions of the outline they will be covering.

|  |  |
| --- | --- |
| Order | Point to Cover |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Working from your master inventory list, make a list of items that you will include in your presentation, and for which part of the presentation they will be used

|  |  |
| --- | --- |
| Item | Use with which outline points? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Use the Presentation Rubric when you are writing, rehearsing and revising your presentation.

B. Individual Reflection

Working individually, each team member should consider the following questions and record their thoughts.

* What did you like most about the project?
* What do you think you did well in the project?
* Did you meet your learning goals for the project?
* What were some challenges?
* How did you overcome the challenges?
* How did your group work together?
* What did you contribute to the project?
* What were the most important lessons learned?
* What would you do differently next time?

C. Documentation and Assessment

Your final Student Project Plan, all of your presentation materials, and any other items from the master inventory are your final documentation of the project. Make sure it is all organized in a project portfolio. Use the Project Rubric to self-assess your work.