

Applied Project Management

Online IST: Module 0

Version 1.0

Project Experience

- What are some projects we have all been involved with?
 - Classes are essentially projects.
 - Sport seasons are projects.
 - Planning a party.
 - Designing a yearbook.
 - Preparing for an exam.

What is a Project?

- **A project can be defined as a temporary endeavor undertaken to overcome a challenge.**
- **It is a collection of activities and tasks that meet the following criteria:**
 - definite beginning and end
 - specific and measurable objectives
 - tangible results

Project Details

- **To decide what level of project management a project needs, ask yourself some questions, remembering that there isn't always one right answer and that all sorts of factors can effect your plan. You should always answer these basic questions when building your project plans:**
- **How long is the project expected to take to complete?**
 - Always add a little “fluff” for comfort!
- **How many activities are there, and how complex, are they?**
 - Important to not only look closely at what needs to be done overall, evaluate the details.
- **What are some potential trouble spots?**
 - Identify areas of weakness or potential issues early and start solving them now!
- **What are the consequences of not finishing the project on the expected completion date?**

Looking at a Project Plan

- Project plans are not the only key to success...they are only useful if followed.
- Build the plan and follow it!
- Have confidence in your team.
- Don't be afraid to shift your plan...

What are the Key Components?

- Assess the challenge
- Establish a plan
- Divide labor
- Collect resources
- Develop the solution
- Document your emerging process

Assessing the Challenge

- Look at Problem 1 and evaluate the assignment (challenge).
- Ask yourself and your team:
 - What needs to get done?
 - What are your milestones
 - Identify critical dates...
 - How long will it take to solve?
 - Can we build strategies to get to our solution efficiently?
- Document your answers!

Establish a Plan

- Using some of the answers from the previous step, start to build a plan:
 - You should document your time to completion.
 - Sometimes it helps to start at the end and move in reverse.
 - What will we need to solve our challenge?
 - What roles do we need to make this work?
 - Who is project manager, Research specialist, quality expert, etc?
 - What resources will we need?
- Document your answers!

Divide Labor

- Now that you have built the plan and established roles, get to work!
- Trust your teammates and let them go after specifics.
- Get everyone involved in a meaningful way...everyone can and should contribute!
- Document early and often who will do what and by when.

Identify and Collect Resources

- Answers to challenges come from so many places.
- Use the library, Roadmap, course material, etc.
- The data and sources you gather now can drive our entire solution.
- Keep track of them and document where they live.

Develop the Solution

- Now is when you can start to develop a well rounded solution.
- Use all of your resources to build a winning solution.
- Never move to far away from the original plan!
- Test the Solution and revise before moving on ... from both technology and grading perspectives.
 - Consult Rubrics!

Document your Emerging Process

- Since this is the first time through, make sure you document your process!
- If it worked, follow a very similar approach for the next challenge.

Finish the First Assignment!

- Develop your MOU: That's a Memorandum of Understanding.
- Contains:
 - Project Goals
 - Project Description
 - Project Scope
 - Project Deliverables
 - Project Timeline
 - Project Resources - Who will do what
 - Document any Open Issues!
- Turn this in electronically based on the directions in your Online IST Roadmap.