Project Management Classroom Initiative:
Bringing Project Management into the Classroom

Insert Name of Presenters,
Title, and Date

Session Goals

➢ Overview of Project Management

➢ Project Case Study Using Project Management Framework

➢ How Can You Bring Project Management to Life in Your Classroom?

"Through project management, I believe we can provide children with some value-added life skills."

--Simon Robertson, United Kingdom

Teacher's View - Student Impact
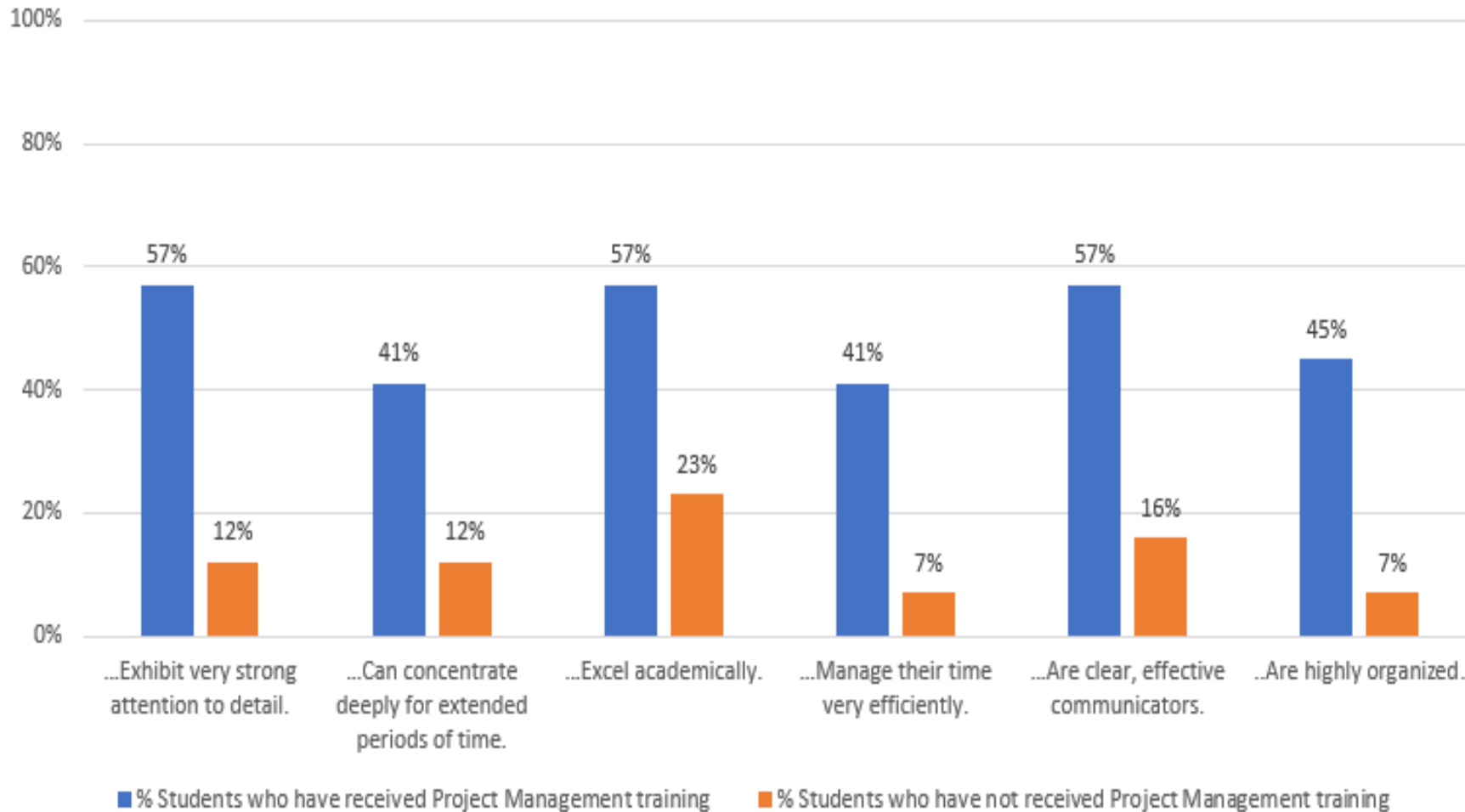
Why Project Management?

Teachers reported that PM trained students have a higher capacity of academic and career success than those not trained.

Why Project Management?

➢ "An astounding 97% of organizations believe project management is critical to business performance and organizational success."

– Price Waterhouse Coopers

➢ "95% of executives identified project management as 'the single most important skill for their current and future success.'"

– Economist Intelligence Unit

➢ "The average posted salary for project managers is 21% higher than for all job postings nationwide."

– Indeed.com

Project management leads to project completion which leads to faster implementation and faster return on investment.

What is a Project?

➢ **Temporary endeavor**

➢ **Definite beginning and end**

➢ **Creates or produces a unique product, service or result**

What is Project Management?

➤ It is the process of planning, scheduling, and monitoring the progress of a project to achieve a specific goal.

➤ Helps ensure that all aspects of the project are successfully planned and completed on time, at an appropriate level of quality, and within budget.

Who's Involved?

➤ **Sponsor -** provides resources and /or financial support for the project

➤ **Stakeholders** - people or organizations that are involved or have an interest in the project or project outcome

➤ **Project Manager** - oversees and satisfies the needs of the project

➤ **Team Members** - people who work on the project and contribute to its success

Sponsor

Stakeholders
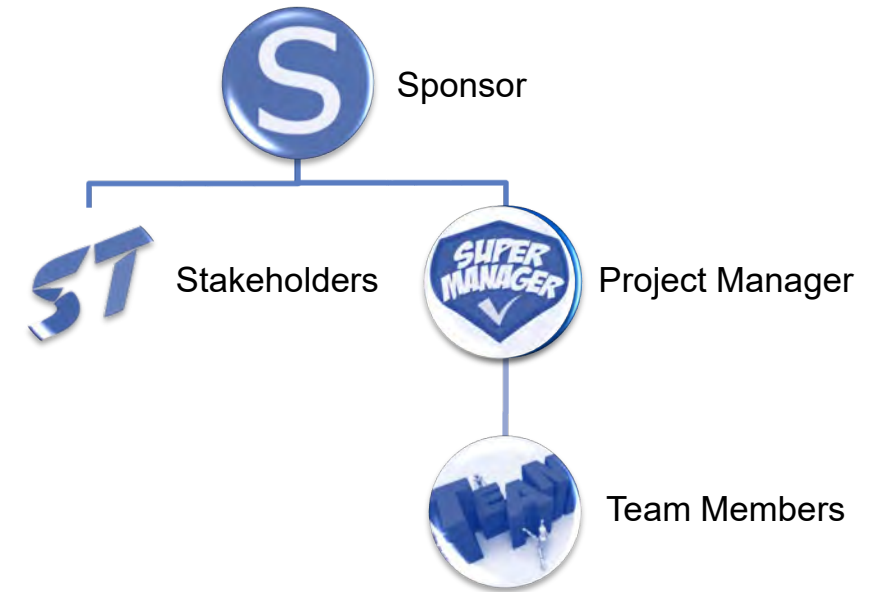
Project Manager

Team Members
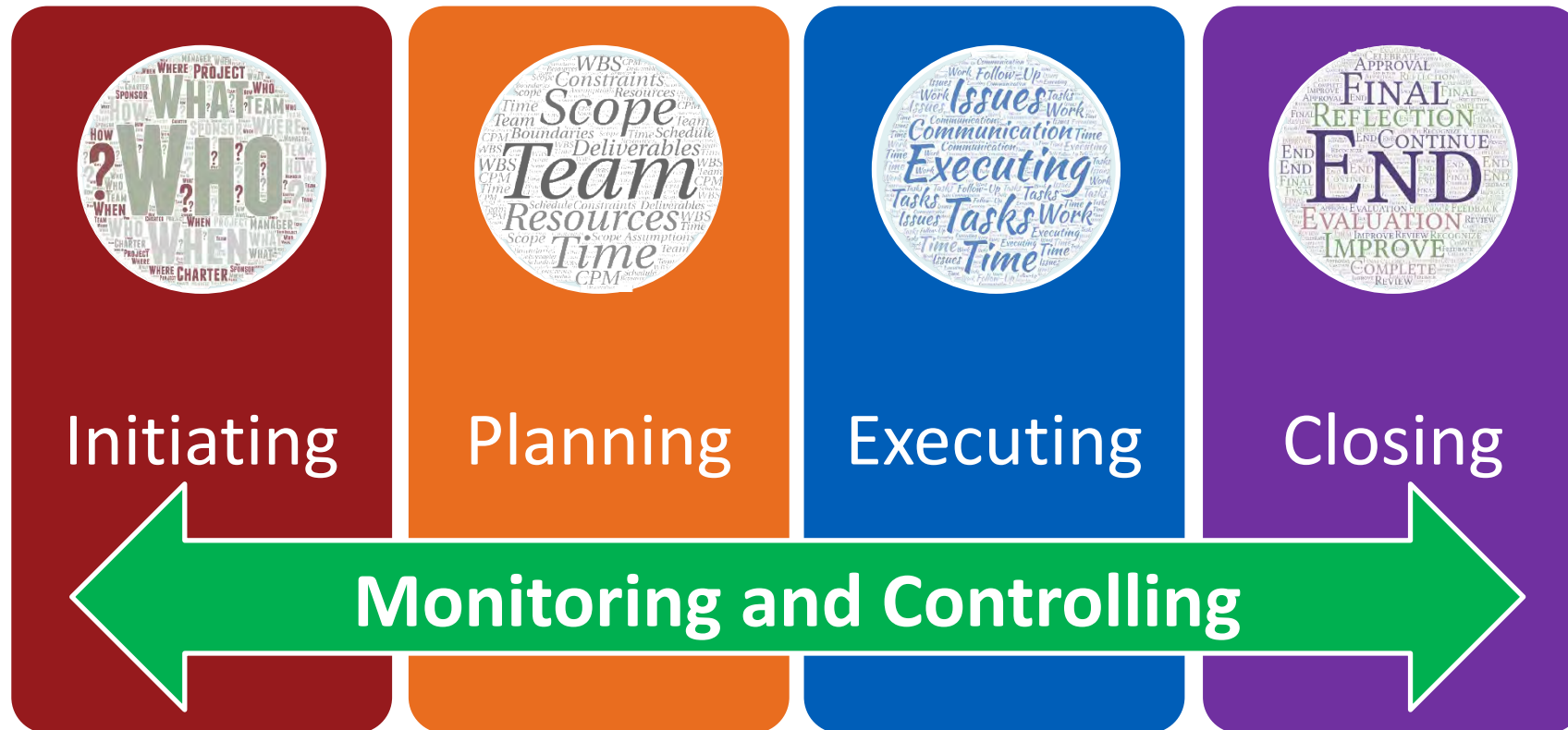
Initiating Process

Answering a few basic questions helps guide a project from start to finish:

➢ This process answers *Why, Who, What, Where, When* and *How* questions

➢ These are documented in the Project Charter

➢ Supported and approved by the sponsor

➢ Provides the project manager authorization to start the project

Food/Supply Drive Case Study

Project Case Study – Hurricane Florence Food/Supply Drive

Thousands of students in the southeastern United States have been impacted by Hurricane Florence. In North Carolina alone, at least 10 school districts asked the state for permission to extend their school year to make up for the two-plus weeks that some schools were closed due to damage caused by the hurricane. In addition, many students lost their homes. The traumatic experiences that families have faced in the aftermath of the hurricane make it unlikely that overcoming such a crisis will be quick or easy. Within those 10 NC school districts, for instance, there are between 500 and 1200 students that have lost their homes and are staying in temporary shelters until some sort of normalcy can be established.

It is your responsibility to plan and carry out a food/supply drive for an area deeply impacted by Hurricane Florence. This project will involve researching the impact of Hurricane Florence to determine the area to offer assistance. Use the project management framework to plan this food/supply drive.

Project Charter

Project Charter/Project Scope Template

Use the project charter template as a starting point for the project scope statement. As the project is clarified and additional information is known, elaborate on the project charter and create a project scope statement. The items in the gray box are usually found only in a scope statement, not a project charter.

PROJECT TITLE: Food and Supply Drive

PROJECT MANAGER: Adam East

Project Sponsor: Nadine South

Project Description: Plan and carry out a food/supply drive for an area impacted by Hurricane Florence

Project Reason/Justification: To help community member impacted by Hurricane Florence

Project Objectives:

- Collect 2500+ food items and supplies
- Determine area to offer assistance

Project Success Criteria: Meet and/or exceed project goal

Project Charter/Project Scope Template (page 2)

Project Deliverables: Food and supplies

Project Start and End Dates: October 1 – October 15

Summary Budget: $25.00 printing of promotional flyers

Project Boundaries*: School district – elementary/middle/high schools

Project Constraints*: Time – physical delivery, economic factors – snow storm/school days

Project Assumptions*: school admin buys in, teachers and students will participate, items can be delivered

User Acceptance Criteria*: useable supplies, 500-1200 families affected, need enough quality/useable items

Written by: _____ Date: _____

Approved by: _____ Date: _____

Team Human Resource Template

PROJECT TITLE: Food and Supply Drive

PROJECT MANAGER: Adam East

NAME	ROLE IN PROJECT	RESPONSIBILITY	CONTACT
Kim West	Stakeholder	Approval at Building level	867-5309
Ann North	Stakeholder	Approval at District level	867-5310
Nadine South	Sponsor	Provide Support	867-5311
Jen Milk	Stakeholder	Collect in store donations	866-6113
Adam East	Project Manager	Develop schedule/Divide tasks	866-1111
Tami Potato	Team Member	Contact teachers	866-1112
Lori Wash	Team Member	Contact vendors	866-1113
Tammy Hurricane	Team Member	Publicity	866-1114
Jane Doe	Team Member	Research impact of hurricane	866-1115

Team Human Resource Template

Planning Process

The planning process involves organizing and identifying.

The project team:

➢ Develops scope of work

➢ Creates a work breakdown structure

➢ Identifies resources

➢ Estimates time needed to accomplish tasks

➢ Recommends major deliverables

➢ Creates Project Scope Statement that clarifies and expands the information in the project charter

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Written by: _____ Date: _____

Approved by: _____ Date: _____

Project Scope Statement

Project Work Breakdown Structure (WBS)

The work breakdown structure (WBS) is a checklist of all the work— the deliverables and tasks— prioritized in order of completion.
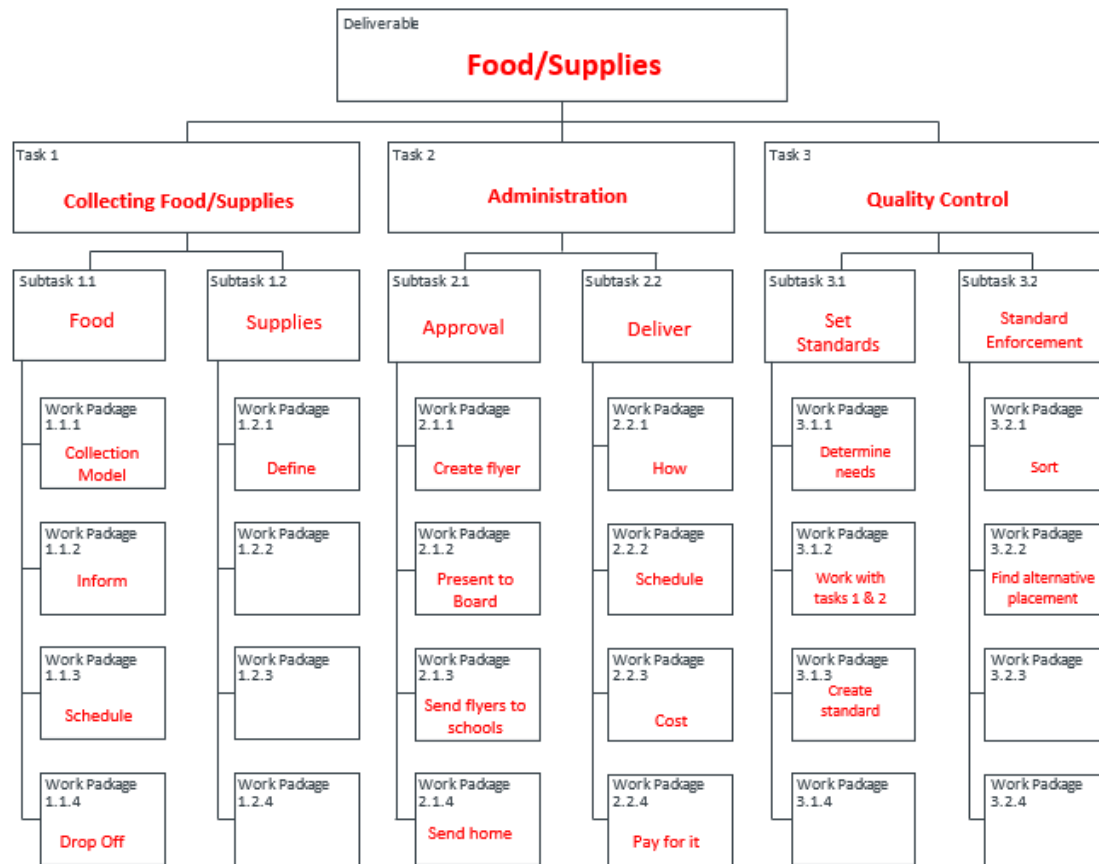
How to create a WBS:

1. Identify tasks or activities
2. Put tasks in order of completion
3. Identify deliverables and milestones

Work Breakdown Structure (WBS)

Project Schedule

➤ **Manage and control the project tasks and resources**

➤ **Determine how long each task will take**

➤ **Assign a resource to be responsible for the task**

➤ **Time management is key for any project**

Checklists/Schedule Project Plan Template

PROJECT TITLE: Food and Supply Drive

PROJECT MANAGER: Adam East

WBS #	DELIVERABLE TASK NAME	DURATION	START DATE	FINISH DATE	RESOURCES	ASSIGNED TO
1.1.1	Collection Model	1 day	Oct 1	Oct 2		Tami Potato
1.2.1	Define Supplies	1 day	Oct 1	Oct 2		Lori Wash
1.1.2	Inform	1 week	Oct 2	Oct 8		Tammy Hurricane
1.1.3	Schedule	1 day	Oct 2	Oct 2		Adam East
1.1.4	Drop Off	2 weeks	Oct 2	Oct 15		Jen Milk

Project Schedule

Executing Process

➢ **Begin working on assigned tasks**

➢ **Project status reporting conducted on a regular basis**

➢ **Follow-up on issues**

➢ **The project manager will need to monitor and control the tasks to ensure timely completion**

➢ **Communication is ongoing during this phase**

Monitoring and Controlling Process

➤ **Review and track the progress of the project**

➤ **Manage project issues and change requests**

➤ **Review the scope statement periodically to ensure objectives are being met**

➤ **Obtain sponsor sign-off if changes are made to the project's scope**

Project Status Report Template

PROJECT TITLE: Food and Supply Drive

PROJECT MANAGER: Adam East

REPORT DATE: 10/14

CURRENT STATUS: Red/Yellow

Activities completed during this period:

- ❖ Promotion plan for drive started
- ❖ Determined areas of high needs
- ❖ All permissions in place
- ❖ All logistics in place
- ❖ Drive kickoff is complete

Activities planned until the next meeting:

- ❖ Drive is ongoing (slow to start)
- ❖ Sorting is ongoing

Identify any issues and resolutions: Slow to start campaign

Identify any changes to the project scope: No

List any problems, concerns or recommendations:
Behind because of slow start

Project Status Report

Closing Process

➢ **The end of the project**

➢ **Final activities conducted:**

- **Lessons Learned**

- **Self and Peer Evaluation**

- **Final Work**

Lessons Learned Template

What We Did Right
(e.g., Did key project stakeholders support this project and were they involved in the decision making? Was the entire team committed to the project and did they work well together?)

What We Could Improve
(e.g., If we had to do this project again, what is the one thing that you would change? What were the main bottlenecks on the project that could have been changed and improved?)

What We Should Continue to Do
(e.g., Continue using the cloud application that enables us to share team communication and document storage. The initial team meeting helped us make sure everyone understood the reasons and deliverables for the project.)

Other Comments:

Lessons Learned Template

Self and Peer Reflection

List your team's members, including yourself, in the space provided below. Then, rate every person on each behavior listed. Use the following rating scale:

4 = Always   3 = Usually   2 = Sometimes   1 = Never

Behaviors	Team Member Names (including your own)					
Exhibited a positive attitude						
Treated others with respect						
Shared responsibilities						
Did work accurately & completely						
Communicated clearly & effectively						
Was organized						
Managed time wisely						

In your opinion, was the project successful? Why or why not?

How closely did your activities align with your team's schedule in the project management plan?

Did you have sufficient resources (e.g., time, people, etc.) to complete the project? If not, what did you need more of, and why?

Celebrate! Celebrate! Celebrate!

➢ **Review deliverables**

➢ **Acknowledge successful projects**

➢ **Relay feedback from sponsors**

➢ **Food is always a win!**

Summary and Review

How Can You Bring Project Management to Life in Your Classroom?

➢ Start small and take baby steps

➢ Use an existing project

➢ Don't overwhelm your students

➢ Work as a class initially

➢ Discuss the thought processes involved

➢ Next time, let students take the lead

➢ Introduce a new tool/template with each project

➢ Remember that project management doesn't always look the same

Resources Available

➢ Access project management resources to take students to a higher level of learning for FREE at mbaresearch.org/ProjectManagement

➢ Resources include:

- Project Management Action Plan Template
- Project Management Framework Processes
- Project Management Framework Templates
- Project Management Glossary of Terms
- Project Management in the Classroom
- What Project Management Looks Like in the Classroom

➢ Complete a short survey to access files

Questions?

- Twitter – Twitter.com/MBAResearchNews

- Facebook – Facebook.com/MBAResearch

- Website – www.MBAResearch.org

- Phone – 614.486.6708 800.448.0398

- Professional Development Team – MBA-PDTeam@mbaresearch.org

- Customer Service – Service@MBAResearch.org

*T*hanks for coming.

*T*hanks for staying.

*T*hanks for sharing.

*T*hanks for questioning.

More questions? Service@MBAResearch.org

Go to: www.SurveyMonkey.com/r/<INSERT CODE>