Project Management

Course	**Rationale**
Practicum in Health Science	Project Management involves planning, monitoring, and coordinating all aspects of a project, and the motivation of all those involved, in order to achieve desired results.
Unit III Teamwork/ Teambuilding	**Objectives**
Essential Question *Why is it necessary to understand how to use Project Management?*	Upon completion of this lesson, the student will be able to: - Define Project Management - Apply the seven Project Management Techniques - Describe the Project Management Planning Process - Use the most common Project Management Organizational Tools - Complete Project Management Team Projects
TEKS 130.205 (c) 1A 3E 5A	**Engage** Discuss the following question with the class: Why is project management important?

Course

Practicum in Health Science

Unit III
Teamwork/
Teambuilding

Essential Question
Why is it necessary to understand how to use Project Management?

TEKS
130.205 (c)
1A
3E
5A

Prior Student Learning
none

Estimated time
3 days

Rationale

Project Management involves planning, monitoring, and coordinating all aspects of a project, and the motivation of all those involved, in order to achieve desired results.

Objectives

Upon completion of this lesson, the student will be able to:
- Define Project Management
- Apply the seven Project Management Techniques
- Describe the Project Management Planning Process
- Use the most common Project Management Organizational Tools
- Complete Project Management Team Projects

Engage

Discuss the following question with the class:
    Why is project management important?

Key Points

I. Project Management
    A. Project Management involves planning, monitoring, and coordinating all aspects of a project, and the motivation of all those involved, in order to achieve desired results.
II. Project Management in School
    A. Project Management skills are highly desirable in the workplace.
    B. School projects provide excellent opportunities for students to refine their planning and time management skills and to acquire executive thinking skills as they analyze and synthesize tasks using Project Management Tools.
III. Project Management Techniques
    A. Students are given several types of projects to manage throughout the academic school year.
    B. There are seven important Project Management Techniques used to manage team projects. Each technique will help students manage and produce quality team projects.
        1. #1 Understand the Project
            a. Read all instructions before you start the project.
            b. Ask questions to clarify.
            c. Be sure that you understand the expectations of the final result.
        2. #2 Research and Summarize
            a. Research – find your topic.

b. Read!
c. Summarize what you read.
d. Restate in your own words.
e. Always cite your source even if you summarize in your own words.
f. <u>Never</u> cut/paste from the Internet.

3. #3 Cite the Source
a. If you quote more than three words from a source, you must place those words in quotations.
b. Cite the source.
c. Otherwise it is plagiarism.

4. #4 Working on the Project
a. Be original.
b. Be creative.
c. Spend time planning the project.
d. Planning will save you from making mistakes and starting over.
e. Periodically, show your teacher your project in order to get feedback.

5. #5 Group Work
a. Split the tasks among the group.
b. Be clear about expected results.
c. Pull your own weight – do your part of the work.
d. Offer to help others.

6. #6 Time
a. Projects are not a race to see who can finish first.
b. Use your time wisely.
c. Know the deadlines.
d. Finish on time.

7. #7 Time Management
a. Use real-world skills and manage your time wisely.
b. Employers expect great results in a timely manner.

C. Following the project guidelines
1. Helps you earn good grades;
2. Helps you learn real-world skills; and
3. Fosters confidence when you know you produced something worthy.

IV. Project Management Planning Process
A. Project Management involves planning, monitoring, and coordinating projects. There are several questions you will encounter with your project team.
1. What do you and/or your team do first?
2. What should come next?
3. How many people do you need to accomplish your project?

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4. What resources do you need to accomplish your project?
5. How long will it take?
6. What can you get completed by the end of the six weeks?
7. When will the project be finished?
8. How will you know you are done with the project?

V. Project Management Organizational Tools
  A. Students use organizational tools to help them manage their projects.
  B. The most popular organizational tools used in schools and the workplace are:
    1. Task List and Schedule are used to identify tasks that need to be completed before others can start. It allows the project team to determine the several factors in project planning :
        a. Hours/Days Required
        b. Member(s) Assigned
        c. Planned Start Date
        d. Planned End Date
        e. Actual Start Date
    2. Gantt Charts
        a. Are also referred to as a project timeline. It consist of bar graphs that help plan and monitor project development or resource allocation on a horizontal time scale.
        b. They are used by supervisors and team leaders to schedule team members for various time-dependent tasks including visiting clients, making sales calls, being on medical call, being on guard duty, etc.

Activity

I. Student teams will analyze and identify Project Management careers.
II. Student teams will complete a specific Project Management Task List and Schedule. Teacher will assign students a project specific to class subject area. Each student team will use the Task List and Schedule handout to learn how to apply Project Management Techniques and the planning process.

Assessment

Successful completion of all activities.

Materials

3

Handouts for each student
- *Project Management Terms and Definitions*
- *Note Taking Form*
- *Activity 1 - Project Management Team Project*
- *Activity 1 - Project Management Team Project Task List and Schedule*
- *Activity 2 - Team Project Task List and Schedule*
- *Project Management Assessment Tool*

Pencils and Pens
Computer and Internet access for teacher and students
Projector (for digital presentation)

Accommodations for Learning Differences

For reinforcement, the student will define key terms.

For enrichment, the student will interview a professional Project Manager. Include the importance of Project Management in high school and the workplace.

National and State Education Standards
National Health Science Cluster Standards
2.11 Interpret verbal and nonverbal communication.
2.12 Recognize barriers to communication.
2.13 Report subjective and objective information.
2.14 Recognize the elements of communication using sender-receiver model.
2.15 Apply speaking and active listening skills.

TEKS
130.205(c)(1)(A) interpret data from various sources in formulating conclusions;
130.205(c)(3)(E) evaluate performance for continuous improvement and advancement in health science.
130.205(c)(5) (A) participate in team teaching and conflict management such as peer mediation, problem solving, and negotiation skills;

Texas College and Career Readiness Standards
English-Listening:
B.1 Listen critically and respond appropriately to presentations
B.2 Listen actively and effectively in a one-on-one communication
B.3 Listen actively and effectively in group discussions
Social Studies Standards:
V.A. 1. Use appropriate oral communication techniques depending on the context or nature of the interaction.
Cross-Disciplinary Standards Key Cognitive Skills
C.1 Analyze a situation to identify a problem to be solved.
C.2 Develop and apply multiple strategies to solving a problem

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Project Management Terms and Definitions

1. **Project Management** – involves planning, monitoring, and coordinating all aspects of a project, and the motivation of all those involved, in order to achieve desired results.

2. **Project Management Techniques**
   o Understand the Project
   o Research and Summarize
   o Cite the Source
   o Working on the Project
   o Group Work
   o Time
   o Time Management

3. **Project Management Planning Process** – involves planning, monitoring, and coordinating projects. During the process there are several questions you will encounter with your project team.

4. **Project Management Organizational Tools**
   o *Task List and Schedule* – are used to identify tasks that need to be completed before others can start. It allows the project team to determine the several factors in a project planning.
   o *Gantt Chart* – referred to as a project timeline. It consists of bar graphs that help plan and monitor project development or resource allocation on a horizontal time scale.

NAME _____ DATE _____PERIOD_____

NOTE TAKING FORM

TOPIC:	ESSENTIAL QUESTION?
MAIN IDEA – QUESTIONS VOCABULARY TERMS:	**NOTES:**

SUMMARY: WHAT HAVE I LEARNED TO ANSWER THE ESSENTIAL QUESTION?

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MAIN IDEA – QUESTIONS VOCABULARY TERMS:	NOTES:

SUMMARY: WHAT HAVE I LEARNED TO ANSWER THE ESSENTIAL QUESTION?

Name _____Date _____ Class _____

Activity 1 - Project Management Team Project

Part 1 - Analyzing Career Job Ads
1. Students will work with a partner.

2. Visit the school library.

3. Use copies of the **career job ads** pages from newspapers in the school library.

4. Underline references to any of the **essential skills** and circle specific references to **Project Management** in the ads.

5. Identify a job website and refer to **Project Management** positions advertised on the Internet.

Part 2 - Analyzing Career Job Ads

Group Discussion

1. What are some of the jobs/careers that specifically identified **Project Management Skills** as a required skill or an asset for employment?
_____
_____
_____
_____

2. What are the salary ranges for these jobs?
_____
_____
_____

3. What additional skills are identified in these ads?
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4. From these examples, what do you think *Project Managers* do?

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Rubrics

Graded Elements	Total Points
Quality of Research	50
Correct use of Spelling, Grammar, and Capitalization	25
Presentation Skills	25
Total	100

Activity 1 - Task List and Schedule

PROJECT MANAGEMENT

Project Title_____   **Completion Date** _____

Project Team Members:

1.	
2.	
3.	
4.	

Tasks	Hours/Days Required	Member(s) Assigned 1, 2, 3, 4	Planned Start Date	Planned End Date	Actual Start Date	Actual End Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						

Project Management Assessment Tool

PROJECT MANAGEMENT

Directions
Each student will rate each of the following skills using a five-point scale, with one being the lowest rating and five the highest. Circle your answer.

Student

1. Defined clearly the end product or outcome of the project. 1 2 3 4 5	5. Identified and procured needed resources. 1 2 3 4 5
2. Identified the tasks necessary to complete the project. 1 2 3 4 5	6. Anticipated potential problems and developed contingency plans. 1 2 3 4 5
3. Developed the steps in an action plan for each distinct task category. 1 2 3 4 5	7. Reflected on the project outcomes and process to identify new understanding. 1 2 3 4 5
4. Highlighted critical tasks with specific deadlines that impacted project completion and monitored these carefully. 1 2 3 4 5	

For group projects, consider these additional criteria:

8. Shared leadership and ownership for project success. 1 2 3 4 5	12. Contributed to the learning of others. 1 2 3 4 5
9. Negotiated roles and responsibilities. 1 2 3 4 5	13. Demonstrated mutual respect and appreciation for team members. 1 2 3 4 5
10. Shared workload equitably. 1 2 3 4 5	

Activity 2 - Team Project - Task List and Schedule

Project Title_____   **Completion Date** _____

Project Team Members:	1.
	2.
	3.
	4.

Task	Hours/Days Required	Member(s) Assigned 1, 2, 3, 4	Planned Start Date	Planned End Date	Actual Start Date	Actual End Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
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PROJECT MANAGEMENT

Project Management Assessment Tool

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Rubrics:

Graded Elements	Total Points
Task List and Schedule	40
Project Management Assessment Tool	40
Correct use of Spelling, Grammar, and Capitalization	20
Total	100

Project Management Organizational Tool
Gantt Chart