

# Developing Project Management Skills

Developed throughout the academy experience, project management skills are key to postsecondary and career success. This lesson focuses on project management, tools for effectively managing projects, and monitoring progress to ensure quality from start to finish. Within this lesson, students will define project management, set measurable goals and objectives for the identified work, and complete the project development and implementation process. Finally, students will learn the importance of self-evaluation during the project management process and report progress through project presentation.

This lesson is expected to take two 50-minute class periods or 100-minutes total.

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## Lesson Framework

### Learning Objectives

Each student will:

- Work in a team to plan, develop, implement, and deliver a project
- Identify the steps to plan, develop, implement, and present a project
- Identify tools that can be used to manage a project
- Plan a project using a selected project management tool

### NAF College and Career Ready Skills

#### Initiative and Self Direction

- Aware of own abilities and performance
- Takes responsibility for learning, seeks to learn

### Academy Assessment Standards

#### Provides a WBL Program

- **4.1.a:** A three-to-four-year series of coordinated and sequenced work-based learning experiences that include activities within career preparation.

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## Instructional Materials

### Teacher Resources

- Teacher Resource PM.1, Presentation

## Student Resources

- Student Resource PM.1, Presentation Notes
- Student Resource PM.2, Evaluating Tools

## Equipment and Supplies

- One computer or device per student
- Cloud or drive storage
- Printer access
- Large sheets of poster or sticky paper

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## Lesson Steps

Step	Min.	Activity
		<b>CLASS PERIOD 1</b>
<b>1</b>	<b>10</b>	<b>Project Management Bell Work</b> On the classroom white board and or computer screen the instructor will write the following prompts, giving students 5-7 minutes to respond individually at the beginning of class. <ul style="list-style-type: none"><li>• Define of Project Management?</li><li>• What projects you are currently working on?</li><li>• Are you using any specific tools or processes to manage the project?</li></ul> The instructor will then begin a discussion around project management. It is suggested that the instructor have a project that the academy has worked on previously and use that as an example for some of the discussion with the students to relate to their personal experiences working on projects. Grade level will impact the discussion as junior and senior class members will have previous experiences.
<b>2</b>	<b>20</b>	<b>Presentation: Developing Project Management Skills</b> The instructor will show Teacher Resource PM.1, Presentation to the class. Students will take notes using Student Resource PM.1, Presentation Notes as they view the presentation and participate in the discussion with the instructor.
<b>3</b>	<b>20</b>	<b>Evaluating Project Management Tools Used in the Workplace</b> Students will review the management tools that are presented in the PowerPoint. Using Student Resource PM.2, Evaluating Tools, students will analyze presented

Step	Min.	Activity
		project management tools and evaluate what tools works best for them. They may also choose another tool they are familiar with. They will present this review to a small group of students to compare the project management tools that are available.
		<b>CLASS PERIOD 2</b>
<b>4</b>	<b>50</b>	<p><b>Project Management Plan</b></p> <p>Students will choose a project management tool (many have free versions for trials) and plan a project. This can be a project that the instructor chooses, a project that is coming up soon for the academy, or additional work in a core subject course. Students will place their project information in the chosen template.</p> <p><b>Instructor Note:</b> The instructor working with the NAF Academy advisory board may choose a project management tool that many of the local companies are using for this activity.</p> <p>If students are struggling to find an appropriate Project Management tool, consider directing them to the resources below:</p> <ul style="list-style-type: none"> <li>• <a href="https://pmief.org/">https://pmief.org/</a></li> <li>• <a href="https://www.wrike.com/">https://www.wrike.com/</a></li> <li>• <a href="https://trello.com/">https://trello.com/</a></li> <li>• <a href="https://asana.com/uses/project-management">https://asana.com/uses/project-management</a></li> <li>• <a href="https://freedcamp.com/">https://freedcamp.com/</a></li> </ul> <p><b>Lesson Activity:</b> Using the identified Project Management tool, students will plan out their chosen project, adding all details to make the project an overall success. Students will update this plan throughout their project process to evaluate their work and ensure they are on track to meet project goals and objectives.</p>

## Extensions

### Work-Based Learning

An advisory board member or local company may provide a project they want to accomplish and have students plan that activity using their project management tool. Students could then present their project plans to the advisory board.

**TED Talks- Making a Difference:** Students will view the following TED Talks, identifying items that are relevant to their project management needs. After viewing the videos, have a class discussion about the topics presented in the lectures. You may also use these as introduction videos to the first-class period of the lesson if time allows.

- [Inside the Mind of a Master Procrastinator](#)
- [You Don't Have to be an Expert to Solve Big Problems](#)



*BE FUTURE READY*

# *Developing Project Management Skills*

*Teacher Resource PM.1*

## *Lesson Objectives*

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- Work in a team to plan, develop, implement and deliver a project
- Identify the steps for planning, developing, implementing and presenting a project
- Identify tools that can be used manage a project
- Plan a project using a selected project management tool

## Project Management Defined

It's a temporary endeavor undertaken to create a unique product, service or result.

**Project management,** then, is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.



## Project Management Process Groups



1. Initiating
2. Planning
3. Executing
4. Monitoring and Controlling
5. Closing

# *Ten Areas of Project Management*

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1. Integration

2. Scope

3. Time

4. Cost

5. Quality

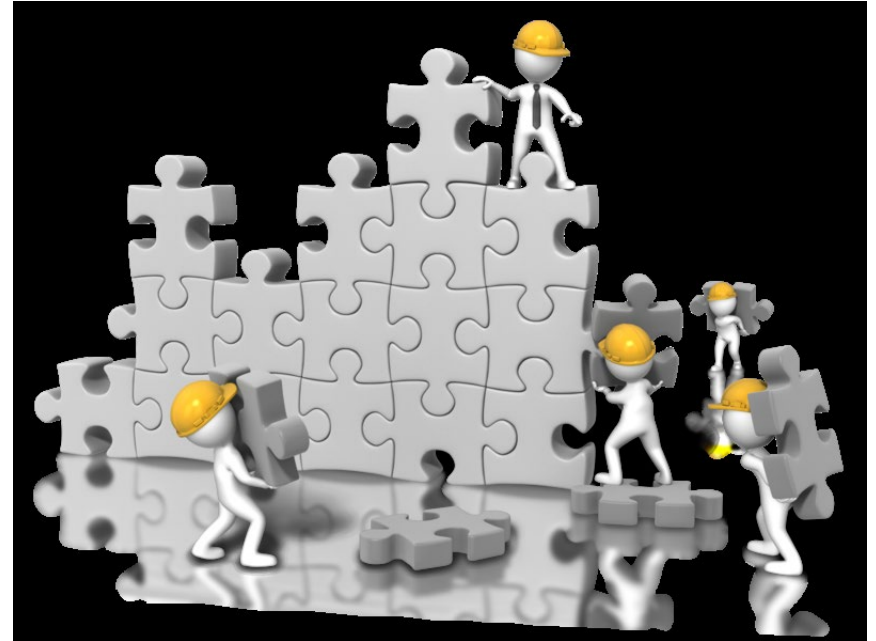
6. Procurement

7. Human resources

8. Communications

9. Risk management

10. Stakeholder management





# Who are Project Managers?

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They are organized, passionate and goal-oriented who understand what projects have in common, and their strategic role in how organizations succeed, learn and change.

## *Project Managers are:*

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- Change Agents
- Comfortable with Change and Complexity in Dynamic Environments
- Cultivators of People Skills- Developing Trust and Communication for all stakeholders
- Broad and Flexible- Using many Tools and Techniques



# Top Ten Project Management Tools

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1. [Wrike](#)
2. [Asana](#)
3. [Monday.com](#)
4. [Smartsheet](#)
5. [JIRA](#)
6. [Clarizen](#)
7. [Quire](#)
8. [Trello](#)
9. [Zoho Projects](#)
10. [PushMon](#)



# *Five Factors that lead to Successful Projects*

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- Smart People
- Smart Planning
- Open Communication
- Careful Risk Management
- Strong Project Closure



# *10 Reasons why projects fail!*

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- Scope Creep
- Overallocated Resources
- Poor Communications
- Bad Stakeholder Management
- Unreliable Estimates
- No Risk Management
- Unsupported Project Culture
- The Accidental Project Manager
- Lack of Team Planning Sessions
- Monitoring and Controlling



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# Presentation Notes: Developing Project Management Skills

*As your teacher presents the PowerPoint slides, take notes on the presentation, recording findings and questions for later discussion.*

Presentation Notes	
 <p><i>Developing Project Management Skills</i></p> <p><i>Teacher Resource PM.1</i></p> <p>Copyright © 2008–2021 NAF. All rights reserved.</p>	
<p><u><i>Lesson Objectives</i></u></p> <ul style="list-style-type: none"><li>• Work in a team to plan, develop, implement and deliver a project</li><li>• Identify the steps for planning, developing, implementing and presenting a project</li><li>• Identify tools that can be used manage a project</li><li>• Plan a project using a selected project management tool</li></ul> 	

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<https://www.pmi.org/about/learn-about-pmi/what-is-project-management>  
<http://www.businessdictionary.com/definition/teamwork.html>

### *Project Management Processes*

#### Project Management Process Groups



1. Initiating
2. Planning
3. Executing
4. Monitoring and Controlling
5. Closing



<https://www.pmi.org/about/learn-about-pmi/what-is-project-management>  
<http://www.pesd.org/what-does-college-and-career-ready-mean/>

### *Ten Areas of Project Management*

1. Integration
2. Scope
3. Time
4. Cost
5. Quality
6. Procurement
7. Human resources
8. Communications
9. Risk management
10. Stakeholder management



<https://www.pmi.org/about/learn-about-pmi/what-is-project-management>



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<https://financesonline.com/list-10-best-project-management-software-tools/>

### *Five Factors that lead to Successful Projects*

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- Smart Planning
- Open Communication
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- Strong Project Closure



<https://project-management.com/five-factors-that-lead-to-successful-projects/>

### *10 Reasons why projects fail!*



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<https://project-management.com/top-10-reasons-why-projects-fail/>



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# Evaluating Project Management Tools in the Workplace

*Directions: After viewing the PowerPoint presentation, evaluate the highlighted project management tools, deciding which one works best for your project management needs. Explore the listed project management tool links, narrowing your options to three project management options for your current/chosen project.*

## Project Management Tools:

1. [Wrike](#)
2. [Asana](#)
3. [Monday.com](#)
4. [Smartsheet](#)
5. [JIRA](#)
6. [Clarizen](#)
7. [Quire](#)
8. [Trello](#)
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10. [PushMon](#)

## Using Project Management Tools:

Identified Project: \_\_\_\_\_

Three Project Management Tools for Use. Name the tool that interested you above and explain how this will aid in your project success:

- 1.
- 2.
- 3.