

# PLAN PHASE TEMPLATE

## Work Breakdown Structure

**Project Name:** Assisting Middle School Teachers to become more proficient in using Educational Technology

**Project /Section Manager:** Billy J. Atkinson

**Team Members:** Patrick McKinnon, Tony Ruiz

After the input, recommendations and the requested modifications by the client, the team decided to make the following adjustments:

1. Work Breakdown Structure:
  - a. Added a critical project objective to the current structure. The team decided to add the Project Management Activity, with two activities, which include Team orientation and project updates. Both activities will occur throughout the project to ensure the project remains on schedule, within budget, and within specifications. The goal of this objective is to keep the project manager informed throughout the project.
  - b. Upon receiving the requested modification/addition to the project, the team decided to insert change within critical activities throughout the WBS. The team believes inserting this change in these activities will ensure we are able to fulfill the client's request and still ensure the project remains on schedule, within budget, and within specifications.

## Work Breakdown Structure

Activity Characteristics Legend:

1-Status/completion measurable; 2-Clear start/end date event; 3-Time/cost easily estimated; 4-Manageable/measurable/integratable/independent

Activity No.	Activity Description	Characteristics			
		1	2	3	4
<b>0.0</b>	<b>Project Management Activity</b>	Y	Y	Y	Y
0.1	Team Orientation	Y	Y	Y	Y
0.2	Project updates (reoccurring)	Y	Y	Y	Y
<b>1.0</b>	<b>Professional Development Sessions (Monthly)</b>	Y	Y	Y	Y
1.1	Select dates for PD sessions	Y	Y	Y	Y
1.2	Select topic for each PD session to include the multimedia technology	Y	Y	Y	Y
1.3	Prepare materials for PD Sessions (see 1.2) to include the multimedia technology	Y	Y	Y	Y
1.1.1	Finalize substitute teacher schedule	Y	Y	Y	Y
1.2.1	Coordinate with technical support staff	Y	N	Y	Y
1.3.1	Print paper-based materials	Y	N	Y	Y
<b>2.0</b>	<b>Design and Develop Instructional Materials (for the 3 components of PD)</b>	Y	Y	N	Y
2.1	Collect Content from Technology expert/company (multimedia technology included)	Y	Y	Y	Y

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2.2	Organize materials into the three different components of PD <a href="#">using the multimedia technology</a>	Y	Y	Y	Y
2.3	Organize content into individual lessons <a href="#">including multimedia technology</a> that can be assessed for certification	Y	Y	Y	Y
2.1.1	Determine cycle of content delivery	Y	Y	Y	Y
2.2.1	Determine method of delivery for each of the <a href="#">three components and the multimedia technology</a>	Y	Y	Y	Y
2.3.1	Coordinate with videographers and graphic artist	Y	Y	Y	Y
<b>5.0</b>	<b>Teacher Certification</b>	Y	Y	Y	Y
5.1	Coordinate with certifying official (District Curriculum Specialist)	Y	Y	Y	Y
5.2	Create certification schedule	Y	Y	Y	Y
5.3	Determine certification criteria ( <a href="#">include multimedia technology</a> )	Y	Y	Y	Y
5.1.1	Create and finalize certifying official schedule	Y	Y	Y	Y
5.2.1	Integrate/align certification schedule with other activities	Y	Y	Y	Y
5.3.1	Finalize certification criteria with technology and content experts	Y	Y	Y	Y

# PLAN PHASE TEMPLATE

## Estimated Activity Times and Sequencing

**Project Name:** Assisting Middle School Teachers to become more proficient in using Educational Technology

**Project /Section Manager:** Billy J. Atkinson

**Team Members:** Patrick McKinnon, Tony Ruiz

### Activity Estimates:

After the input, recommendations and the requested modifications by the client, the team decide to make the following adjustments:

1. The team decided to add the two activities as mentioned on the WBS. These activities are estimated to occur in one week increments throughout the project.
2. The team decided to modify a few critical activities that were modified to include the new multimedia technology requested by the client. These activities were only modified by either one or two weeks. These changes did affect the period which they do occur on.
3. After updating the critical path diagram, the team had to modify the sequence relationships of several activities. Changes are reflected on the chart below.

Time – *Weeks*; Start schedule – *Period 1 (each period is 4 Weeks)*

Activity No.	Activity Description	Sequence relationships		Estimated Time / Start	
		before	after	weeks	period
0.1 (S)	Team Orientation	- & Q, T	G & -	1 ea.	1, 14
0.2 (T)	Project updates (reoccurring)	G & B & F & P, R	L & E & M & S	1 ea.	3, 6, 11, 13
1.1 (A)	Select dates for PD sessions	B	E	2	6
1.2 (B)	Select topic for each PD session to include the multimedia technology	L	I, A, T	3	6
1.3 (C)	Prepare materials for PD Sessions (see 1.2) to include the multimedia technology	E	F	6	9
1.1.1 (D)	Finalize substitute teacher schedule	E	F	4	9
1.2.1 (E)	Coordinate with technical support staff	I, A, T	D, C	3	8
1.3.1 (F)	Print paper-based materials	D, C	N, O, T	2	10
2.1 (G)	Collect Content from Technology expert/company (multimedia technology included)	J, K, S	H	6	2
2.2 (H)	Organize materials into the three different components of PD using the multimedia technology	G	L	6	4
2.3 (I)	Organize content into individual lessons including multimedia technology that can be assessed for certification	B	E	6	6

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## Estimated Activity Times and Sequencing

2.1.1 (J)	Determine cycle of content delivery	-	G	3	1
2.2.1 (K)	Determine method of delivery for each of the <a href="#">three components</a> and the <a href="#">multimedia technology</a>	-	G	5	1
2.3.1 (L)	Coordinate with videographers and graphic artist	<a href="#">H, T</a>	B	3	<a href="#">5</a>
5.1 (M)	Coordinate with certifying official	<a href="#">N, O, T</a>	P, R	2	<a href="#">12</a>
5.2 (N)	Create certification schedule	F	M	3	<a href="#">11</a>
5.3 (O)	Determine certification criteria ( <a href="#">include multimedia technology</a> )	F	M	<a href="#">5</a>	<a href="#">11</a>
5.1.1 (P)	Create and finalize certifying official schedule	M	<a href="#">Q, T</a>	3	<a href="#">12</a>
5.2.1 (Q)	Integrate/align certification schedule with other activities	P, R	<a href="#">S</a>	3	<a href="#">13</a>
5.3.1 (R)	Finalize certification criteria with technology & content experts	M	<a href="#">Q, T</a>	4	<a href="#">12</a>

# PLAN PHASE TEMPLATE

## Critical Path

**Project Name:** Assisting Middle School Teachers to become more proficient in using Educational Technology

**Project /Section Manager:** Billy J. Atkinson

**Team Members:** Patrick McKinnon, Tony Ruiz

### Critical Path

After the input, recommendations and the requested modifications by the client, the team decide to make the following adjustments:

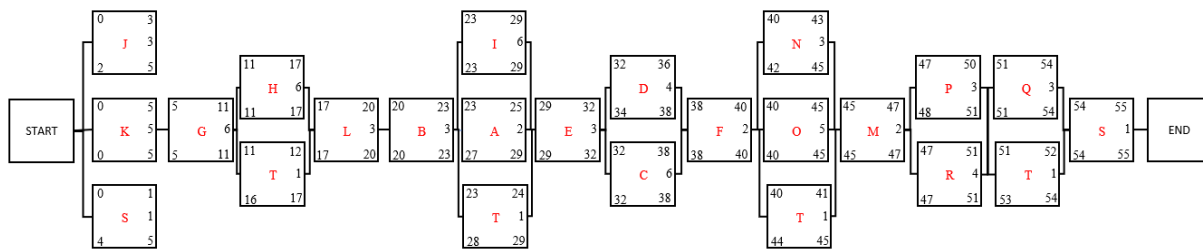
1. The team decided to add the two activities as mentioned on the WBS. These activities are estimated to occur in one week increments throughout the project.
2. The team decided to modify a few critical activities that were modified to include the new multimedia technology requested by the client. These activities were only modified by either one or two weeks.
3. The team also updated the critical path diagram to include a project update approximately every 12 weeks. The new critical path is also listed below that includes all the additions and changes that were implemented within the PMP.

		Time (In Weeks)				
	Activity	Predecessor	(O)	(M)	(P)	(E)
S	Team Orientation	- & Q, T	1	1	2	1
T	Project updates (reoccurring)	G & B & F & P, R	1	1	2	1
A	Select dates for PD sessions	B	1	2	3	2
B	Select topic for each PD session to include the multimedia technology	L	2	3	4	3
C	Prepare materials for PD Sessions (see 1.2) to include the multimedia technology	E	5	6	7	6
D	Finalize substitute teacher schedule	E	3	4	5	4
E	Coordinate with technical support staff	I, A, T	2	3	4	3
F	Print paper-based materials	D, C	1	2	3	2
G	Collect Content from Technology expert/company (multimedia technology included)	J, K, S	4	6	8	6
H	Organize materials into the three different components of PD using the multimedia technology	G	4	6	7	6
I	Organize content into individual lessons including multimedia technology that can be assessed for certification	B	5	6	7	6
J	Determine cycle of content delivery	-	2	3	4	3
K	Determine method of delivery for each of the three components and the multimedia technology	-	3	5	6	5

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## Critical Path

L	Coordinate with videographers and graphic artist	H, T	2	3	4	3
M	Coordinate with certifying official	N, O, T	1	2	3	2
N	Create certification schedule	F	2	3	4	3
O	Determine certification criteria (include multimedia technology)	F	4	5	6	5
P	Create and finalize certifying official schedule	M	2	3	4	3
Q	Integrate/align certification schedule with other activities	P, R	2	3	4	3
R	Finalize certification criteria with technology & content experts	M	3	4	5	4



All Possible Activity Sequences:

Path	Duration
K, G, H, L, B, I, E, C, F, O, M, R, Q, S	55 Weeks <b>Critical Path</b>

# PLAN PHASE TEMPLATE

## Project Proposal Outline

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At this point you should have enough information about your project to develop a proposal that has a plan for managing the project. Generally, before beginning the work of the project, a client or sponsor review and sign-off of the proposal is necessary. This may or may not be a formal meeting and presentation, however the proposal includes all of the necessary information to begin the ORGANIZE phase of the project.

A project proposal will typically include a formalized version of the information from the DEFINE and PLAN phases. Thus, your proposal should be populated with information you have already defined, including:

- **Title page and Executive summary** (concise explanation of project and a project management plan)
- **Problem Opportunity** (why project is important)
- **Goal** (statement of project accomplishment)
- **Objectives** (statement of project achievements)
- **Scope** (work included in project)
- **Success Criteria** (factors that show successful conclusion)
- **Assumptions** (outside events to assure success)
- **Risks** (outside events that may adversely impact project)
- **Schedule** (task deadlines/resources required)
- **Milestones/Deliverables** (key outcomes of major tasks)
- **Resources** (required staff, materials, funding, etc.)

The information in the project proposal will typically also be repeated in the final report as a demonstration of the plan and ultimately the end results of the project.