Planning design projects

Activity Overview

Project planning is an important step in the production phases of design projects. In this activity students learn how to create a project plan and use it to plan and track project milestones, meet their project deliverables, and understand teammates roles and responsibilities.

Note: Portions of this activity align to the Adobe Certified Associate objectives. Within the instruction steps and technical guides, the specific learning objectives for the exam(s) are referenced with the following format: [1.1]

Activity Objectives

Project management skills

• Developing a project plan
• Planning and managing projects with multiple steps
• Tracking milestones
• Understanding roles and responsibilities
• Meeting deliverables

Project Assets

Worksheet: Project plan [1.3], [1.3], [1.3], [1.4], [1.5], [1.6]

Background preparation resources

Technical and content information

ISTE NETS*S Standards for Students

Adobe Certified Associate objectives

Activity Steps

1. Discuss the importance of project plans in the project management of projects, especially when working with a client. Some things to discuss include [1.3, 1.3, 1.3, 1.4, 1.5, 1.6]

   - When the completed project is due

   - Reasonable time frames for each project phase

   - Setting due dates

   - Designating task owners for each task on their lists

   - Responsibility of the task owner, especially who is accountable for getting a task completed regardless of who actually works on the task

   Note: If necessary, review the *Introduction to project planning, project management, and teamwork* activity.

2. Using the *Project plan* worksheet,[1.3, 1.3, 1.3, 1.4, 1.5, 1.6] ask students to create a project plan for organizing their tasks within each project phase.

3. Remind students to continually refer to and assess their project plans throughout the project to make sure they are on task, team members are aware of responsibilities, and deliverables are completed by the expected due dates. [1.4, 1.4, 1.4, 1.6, 2.6, 2.6]

4. Discuss with students the necessity of creating a contingency plan, especially when working with clients. These contingencies might include:

   - Adding more time for review cycles

   - Limiting the number of review cycles

   - Identifying where scope should be limited if certain milestones aren't met

   - Agreeing upon final deliverable formats

Assessment:

	0 – Does not meet expectations	3 – Meets expectations	5 – Exceeds expectations
Project plan	Absent or incomplete.	Project plans are thorough, complete and detail the estimated hours, the delivery date, and the owner of specific tasks in each project phase. Students set milestones, assign tasks that reflect equal workload among team members, and set final deadlines to plan each phase of the project. Project plan identifies assets requiring copyright or fair use permission.	Project plans are thorough, complete, and explicitly detail the estimated hours, the delivery date, and the owner of specific tasks in each project phase. Students set milestones that include detailed descriptions of tasks, assign tasks that reflect equal workload among team members, and set final deadlines to plan each phase of the project. Milestones and deadlines reflect appropriate timeframes, are kept track of, and adjusted based on any unforeseen challenges during the project cycle. Project plan identifies assets requiring copyright or fair use permission.

Background preparation resources:

For more teaching and learning resources on the topics in this activity, search for resources from the community on the Adobe Education Exchange: http://edex.adobe.com.

ISTE NETS*S Standards for Students

This project is aligned to the ISTE NETS*S Technology Standards. Depending on the subject and content area the student selects you may research your own state content standards to see how this project aligns to your state requirements.

ISTE NETS*S: Curriculum and Content Area Standards – NETS for Students

4. Critical Thinking, Problem-Solving & Decision-Making

    Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources. Students:

    b. plan and manage activities to develop a solution or complete a project.

5. Digital Citizenship

   Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

   a. advocate and practice safe, legal, and responsible use of information and technology.

Adobe Certified Associate Exam Objectives

Adobe Certified Associate, Web Authoring objectives

1.6 Understand project management tasks and responsibilities.

2.6 Communicate with others (such as peers and clients) about design plans.

Adobe Certified Associate, Visual Communication objectives

1.3 Demonstrate knowledge of project management tasks and responsibilities.

1.4 Communicate with others (such as peers and clients) about design plans.

Adobe Certified Associate, Video Communication objectives

1.4 Demonstrate knowledge of the production planning and management process.

2.6 Communicate with others (such as peers and clients) about design and content plans.

Adobe Certified Associate, Interactive Media objectives

1.5 Understand project management tasks and responsibilities.

1.6 Communicate with others (such as peers and clients) about design and content plans.

Adobe Certified Associate, Graphic Design & Illustration objectives

1.3 Demonstrate knowledge of project management tasks and responsibilities.

1.4 Communicate with others (such as peers and clients) about design plans.

Adobe Certified Associate, Print & Digital Media Publication objectives

1.3 Demonstrate knowledge of project management tasks and responsibilities.

1.4 Communicate with others (such as peers and clients) about design plans.

For more information

Find more teaching materials for using Adobe software in your classroom on the Adobe Education Exchange: http://edex.adobe.com/.