THIS IS HOW WE DO DECA
THIS IS HOW WE USE PROJECT MANAGEMENT IN THE CLASSROOM
INTRODUCTION
DECA’S PROJECT MANAGEMENT EVENTS

• Business Solutions Project
• Career Development Project
• Community Awareness Project
• Community Giving Project
• Financial Literacy Project
• Sales Project
INTENDED OUTCOMES

• Explain DECA’s Project Management Events
• Demonstrate the use of Project Management with DECA’s Project Management Events
• Demonstrate how DECA’s Project Management Events support education initiatives
• Identify resources that can help teachers effectively implement project management in the classroom
DECA CONNECTS
HOW CAN PROJECT MANAGEMENT HELP YOU?

• We all manage projects!
• Project Management...
  • aids in completing better projects with less stress and completion of tasks on time.
  • assists in the use of effective time management.
  • consists of tools to manage projects and to manage them successfully.
  • brings structure to constructive chaos.
  • extends beyond the DECA’s Project Management Events.
“Through project management, I believe we can provide children with some value-added life skills.”

- Simon Robertson, United Kingdom -
Teachers reported that PM trained students have a higher capacity of academic and career success than those not trained.
WHY PROJECT MANAGEMENT?

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

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

Pricewaterhouse 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
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.

• It 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 IS 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
PROJECT MANAGEMENT PROCESS

- INITIATING
- PLANNING
- EXECUTING
- CLOSING

MONITORING + CONTROLLING
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
Thousands of students in the southeastern United States have been impacted by Hurricane Florence. In North Carolina alone, at least ten 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 ten NC school districts, for instance, there are between 500 and 1,200 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 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
# Team Human Resource Template

**PROJECT TITLE:** Food and Supply Drive  

**PROJECT MANAGER:** Adam East

<table>
<thead>
<tr>
<th>NAME</th>
<th>ROLE IN PROJECT</th>
<th>RESPONSIBILITY</th>
<th>CONTACT</th>
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<tbody>
<tr>
<td>Kim West</td>
<td>Stakeholder</td>
<td>Approval at Building level</td>
<td>867-5309</td>
</tr>
<tr>
<td>Ann North</td>
<td>Stakeholder</td>
<td>Approval at District level</td>
<td>867-5210</td>
</tr>
<tr>
<td>Nadine South</td>
<td>Sponsor</td>
<td>Provide Support</td>
<td>867-5311</td>
</tr>
<tr>
<td>Jon Milk</td>
<td>Stakeholder</td>
<td>Collect in store donations</td>
<td>866-6113</td>
</tr>
<tr>
<td>Adam East</td>
<td>Project Manager</td>
<td>Develop schedule/Divide tasks</td>
<td>866-1111</td>
</tr>
<tr>
<td>Tami Potato</td>
<td>Team Member</td>
<td>Contact teachers</td>
<td>866-1112</td>
</tr>
<tr>
<td>Lori Wash</td>
<td>Team Member</td>
<td>Contact vendors</td>
<td>866-1113</td>
</tr>
<tr>
<td>Tammy Hurricane</td>
<td>Team Member</td>
<td>Publicity</td>
<td>866-1114</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Team Member</td>
<td>Research impact of hurricane</td>
<td>866-1115</td>
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The planning process involves organizing + 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
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: ________________________________
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)
• 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  

<table>
<thead>
<tr>
<th>WBS #</th>
<th>Deliverable Task Name</th>
<th>Duration</th>
<th>Start Date</th>
<th>Finish Date</th>
<th>Resources</th>
<th>Assigned To</th>
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<tbody>
<tr>
<td>1.1.1</td>
<td>Collection Model</td>
<td>1 day</td>
<td>Oct 1</td>
<td>Oct 2</td>
<td>Temi Potato</td>
<td></td>
</tr>
<tr>
<td>1.2.1</td>
<td>Define Supplies</td>
<td>1 day</td>
<td>Oct 1</td>
<td>Oct 2</td>
<td>Lori Wash</td>
<td></td>
</tr>
<tr>
<td>1.1.2</td>
<td>Inform</td>
<td>1 week</td>
<td>Oct 2</td>
<td>Oct 8</td>
<td>Temmy Hurricane</td>
<td></td>
</tr>
<tr>
<td>1.1.3</td>
<td>Schedule</td>
<td>1 day</td>
<td>Oct 2</td>
<td>Oct 2</td>
<td>Adam East</td>
<td></td>
</tr>
<tr>
<td>1.1.4</td>
<td>Drop Off</td>
<td>2 weeks</td>
<td>Oct 2</td>
<td>Oct 15</td>
<td>Jeni Milk</td>
<td></td>
</tr>
</tbody>
</table>
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
• 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
• 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:
# 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**

- Exhibited a positive attitude
- Treated others with respect
- Shared responsibilities
- Did work accurately & completely
- Communicated clearly & effectively
- Was organized
- Managed time wisely

**Team Member Names**  
*(including your own)*

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!

• 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

www.Mbarestsearch.org/ProjectManagement
QUESTIONS?