

## ED 589: Project Management Toolkit for Teachers

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COURSE CREDIT: 2 graduate credit hours

DATES & TIMES: Beginning Oct 2014 and continue Summer, Fall, Winter and Spring Sessions  
This is a 6 week course. Completion of activities in will require approximately 5 -6 hours per week.

### COURSE DESCRIPTION:

Best Practices, skills, and a variety of useful tools are integrated into the facilitated course, Project Management Toolkit for Teachers. This course is for teachers and administrators. The course will guide participants in integrating project management strategies into project-based learning activities and support the participants in designing customizable project-based templates for instruction.

### STUDENT LEARNING OUTCOMES:

Upon completion of this course, teachers/administrators will be able to:

1. Identify and understand the stages of the project cycle and how the Project Management Toolkit for Teachers supports teachers and students at each stage.
2. Identify a real-world project that is personally meaningful.
3. Incorporate inquiry-based approaches to problem-solving activities.
4. Develop classroom strategies to incorporate within their classroom.
5. Design classroom projects in collaboration with their students, monitoring and supporting students throughout the project cycle.
6. Develop and submit a sample Student Project Plan incorporating project management skills.
7. Customize and submit a Final Project Plan, adapting and applying the Project Management Toolkit for Teachers, to incorporate within their classroom.

## TEXTS, READINGS, INSTRUCTIONAL RESOURCES:

Course materials will be provided through the course area with related documents, rubrics, assessments, and the Project Management Toolkit for Teachers.

## COURSE REQUIREMENTS:

1. In class activities:
  - a. Attend opening class session/course webinars and participate in class discussions, projects, and activities.
2. Online activities: Each participant will complete the following:
  - a. Assigned readings and research on resources.
  - b. Complete all Modules and Lessons as required.
  - c. On-line Discussion Groups for each module; with sharing of ideas and giving feedback.
  - d. Complete Action Plan and post within the course area.
  - e. Showcase Session sharing ideas and Plans.

## GRADE DISTRIBUTION AND SCALE:

### Grade Distribution:

- |                                    |     |
|------------------------------------|-----|
| • Attendance                       | 10% |
| • Online Module Discussions/Forums | 30% |
| • Action Plan                      | 50% |
| • Final Showcase Session           | 10% |

### Grade Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

Graduate level course requires an 80% to pass

## CLASS SCHEDULE:

This “Project Management Toolkit for Teachers” course will include on-line web conferencing components in addition to the on-line facilitated course that will include 30-36 hours of interactive tutorials, exercises, individual work, and facilitated discussions. These hours of on-line facilitated course work will take place over a 6 week period.

Course Outline and Timeline: Activities Timeline

**Week 1:**

**Module 1: Orientation**

- Overview of course requirements and resources
- Face-to-Face session and/or Synchronous Web Conferencing
- Completion a pre-course information survey
- Completion of “Introduce Yourself” Forum
- Introduction of on-line course delivery application
- Begin Module 1: Introduction to Projects

**Week 2:**

**Module 2: Introduction to Projects**

In the second week of the course, participants work on Module 2. In this module: Introduction to Projects, participants investigate how the Project Management Toolkit for Teachers can help supports students and their own practice when using project-based learning. Participants also participate in an initial orientation webinar.

In Module 2: participants:

- Review project-based learning and what makes good projects.
- Become familiar with the **Project Management Toolkit for Teachers**.
- Learn how the **Project Management Toolkit for Teachers** aligns with project-based learning to improve student outcomes.

**Week 3:**

**Module 3: Defining Your Project**

In Module 3, participants explore the Defining State in order to help students envision their projects. Participants learn how to develop engaging, driving challenges and manageable scopes of work using the Project Managements Toolkit for Teachers.

In Module 3, participants:

- Begin to develop a project.
- Apply the elements of the Defining State of the project cycle when developing students’ projects.
- Write authentic, engaging driving challenges for student projects.
- Customize the **Student Project Plan: Defining State** for their selected project.
- Post their plan thus far, review their peers’ plans, provide feedback and revise their own Student Project Plan.

**Week 4:**

**Module 4: Planning Your Project**

In Module 4, participants explore the Planning State in order to understand how to help students plan their projects. Participants develop classroom strategies to help student create schedules and assess risk using the **Project Management Toolkit for Teachers**.

In Module 4, participants:

- Explore the case study feature of the **Project Management Toolkit for Teachers**.
- Apply the elements of the Planning State of the project cycle.
- Discuss and investigate formative and summative project assessments.
- Customize the **Student Project Plan: Planning Stage** to selected project.
- Share ideas that will help students sequence and schedule milestones, activities, and tasks.

### **Week 5:**

#### **Module 5: Doing Stage**

In Module 5, participants explore the Doing Stage in order to understand how to help students implement and manage their projects. The monitor and control process is also explained, using the **Project Management Toolkit for Teachers**.

In Module 5, participants:

- Consider and create student roles on teams.
- Investigate the steps of the monitor and control process, and review student manager roles.
- Customize the **Student Project Plan: Doing Stage**.
- Analyze a variety of scenarios and recommend ways to identify and control risks.

### **Week 6:**

#### **Module 6: Reviewing Stage**

In Module 6, participants explore the Reviewing Stage in order to learn how to help students present and self-assess their projects. The course concludes with each participant sharing their projects, providing feedback, and revising their project, and submitting a final Student Project Plan.

In Module 6, participants:

- Examine what makes a successful project presentation.
- Customize the **Student Project Plan: Reviewing Stage**.
- Share ideas to celebrate students' success.
- Prepare and deliver a final presentation for the selected project.
- Give and receive feedback.
- Submit a final Project Plan.