

# *ExplorNet's Digital Media II*

Objective 202.01 3%

Understand project management concepts used to create digital media.

# Project Management

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- Beginning a digital media project from scratch and carrying it through to its final completion takes a unified effort from all parties involved.
- Creating a Project Plan helps the process move forward quickly and efficiently. It helps the team avoid:
  - mistakes
  - arguments
  - tension within the team
  - wasted time

# Project Management

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Four stages in project management process:

1. Defining
2. Planning
3. Doing
4. Reviewing



# Project Management

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## 1. Defining

- Defining a project is the opportunity to establish its elements and boundaries, so that the size and shape of the project and its outcomes are all understood and agreed upon before beginning work.

# Project Management

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## 2. Planning

- Planning is an important step because the amount of time and energy dedicated to planning will correlate directly to how well the project stays on schedule, on budget, and how well it meets its goals.

# Project Management

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## 3. Doing

- The core of the project is the execution—the implementation of the plans. In order to accomplish their goals, members will be monitoring their work, collaborating with team members, assessing their progress, and revising their project plans as necessary.

# Project Management

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## 4. Reviewing

- Reviewing is the opportunity to focus on the effectiveness of the team's processes and the quality of the project deliverables. In this final stage, the focus is on assessing and celebrating the achievements of the entire project.

# Defining: Project Plan/Project Scope

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- Some of the questions addressed include:
  - What do you do first?
  - What should come next?
  - Who will complete each task?
  - What resources do you need?
  - How long will it take?
  - When will the project be finished?
  - How will we know we are done with the project?



# Defining: Project Plan/Project Scope

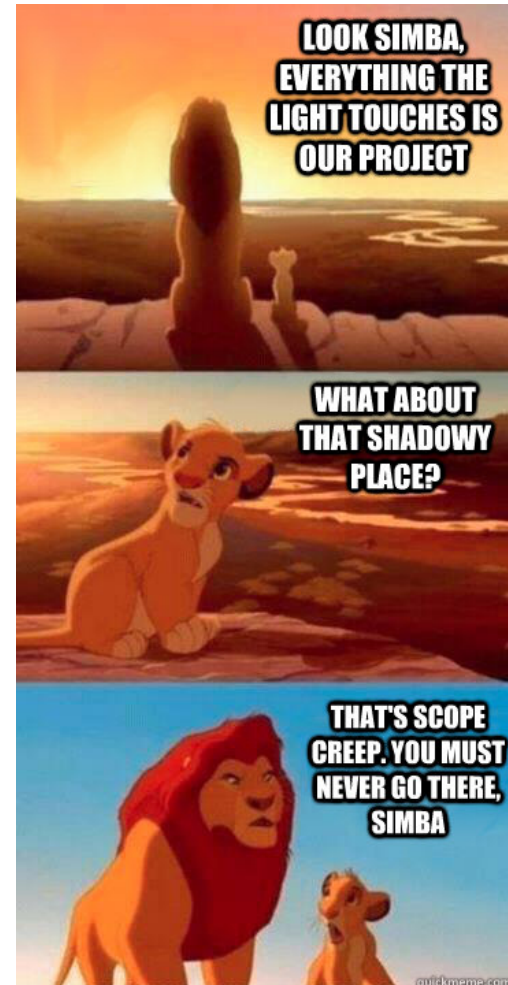
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- Identify the following things:
  - Project objectives
  - Target audience
  - Goals
  - Sub-phases
  - Tasks
  - Resources
  - Budget
  - Schedule

# Defining: Project Plan/Project Scope

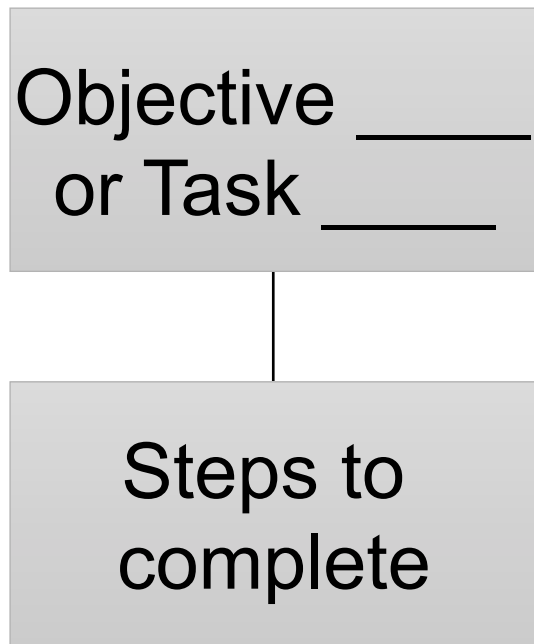
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- Scope Creep
  - Incremental expansion of the project scope.
  - Introducing features not originally planned.
  - Delays project and adds cost.



# Defining: Flow Chart

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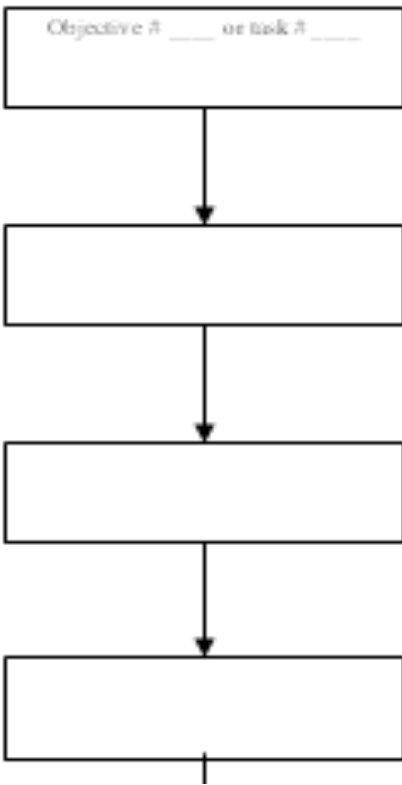


Step 03c. Flow Chart.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Flowchart:

Objective # \_\_\_\_\_ or task # \_\_\_\_\_



Write  
Materials  
on the  
sides.

# Defining: Schedule

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## Science Project Chronogram

Name:  Grade:  Date:

Directions: The following check list is to serve as a guide so that you can know what the necessary steps are for completing your science project. You should determine dates that each step should be completed by so you can pace your work. Lastly, as you complete a step you should check it off.

<i>Due Date</i>	<i>STEPS</i>		<i>Date Completed</i>
<input type="text"/>	Step 01.	Choose a topic.	<input type="text"/>
<input type="text"/>	Step 02.	Bibliographic reference (at least 5 sources).	<input type="text"/>
<input type="text"/>	Step 02a.	Outline read material (at least 5 sources).	<input type="text"/>
<input type="text"/>	Step 03.	Formulate project (scientific problem and/or hypothesis).	<input type="text"/>
<input type="text"/>	Step 03a.	Prepare scientific problem and design worksheet.	<input type="text"/>
<input type="text"/>	Step 03b.	Prepare variables and constants table.	<input type="text"/>
<input type="text"/>	Step 03c.	Prepare flow charts	<input type="text"/>
<input type="text"/>	Step 03d.	Fill out materials list.	<input type="text"/>

# Planning

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- File requirements
- File management
- Color scheme
- Typography
- Logos/images created or located
- Script/Storyboard/Mock Layout created

# Doing

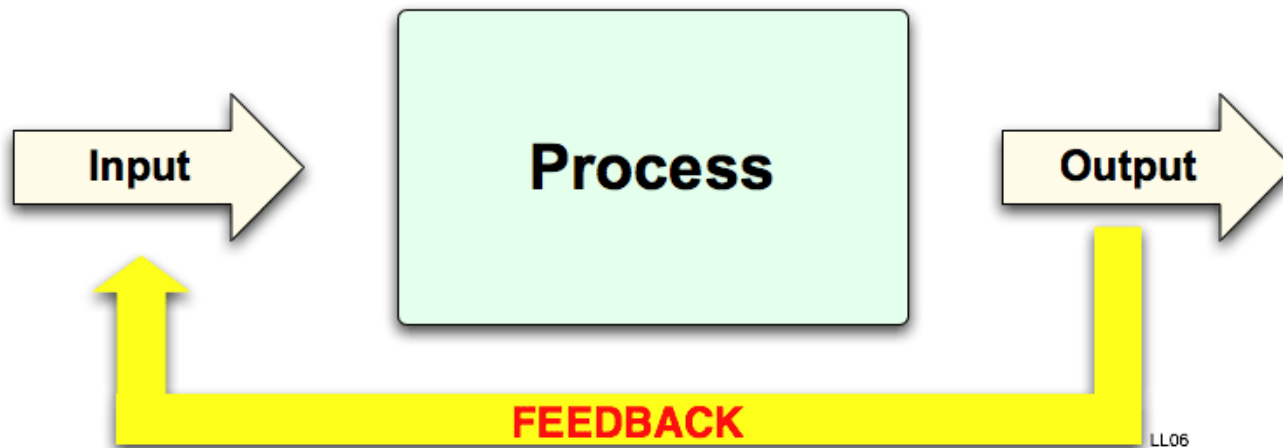
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- Create needed project elements
- Compile and edit project
- Monitor schedule and task completion

# Reviewing

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- Preview proofs
- Revise based on feedback
- Optimize files
- Publish in final format



# Project Management

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