

Week 1 – Introduction

Hi everyone. My name is Ken and I reside in North Vancouver. I am currently in Calgary for a wedding, not mine as I am still happy with wife number 1. I am also taking an on-campus course at this time as well as doing another online course. By the end of this summer, I should only have two more courses to go. Most of these leadership electives are a little different from the usual Ed Tech components. However, I am glad to see a few familiar faces.

I teach Information Technology 8 - 12 in West Vancouver. Previous to this, I spent three years after graduation in Japan and China teaching at conversation schools and private prep schools. I am involved in sports and am continually trying to improve my 100 plus stroke count in golf. Hope to collaborate with as many of you during this short period of time.

Week 1 – Project Management DefinitionDraft 1

When I think of project management, my first thoughts go back to my wedding. The planning involved in such a project manifests itself through the different tasks that must be completed before the blessed day. For some, the stress of the perfect day invokes emotions that sometimes blur how things should be done. Getting things right to please everyone is an enormous task. The intricacies of a wedding involve countless hours of planning and re-planning. Without the right centerpiece, the colour of the place settings might have to be changed. Without the right venue, the times might have to be changed. These small details are what project managers have to deal with. The resources, budgets, methods, and tools of a project depend on the environment (Lientz et al., 1998, p4).

A project manager does not necessarily take on project that begins with ‘Will you marry me?’ Project managers might take on projects in its infancy, its prime, or its maturity. The good ones though always see it through to its completion. Project management is a well-planned and well-executed delivery of an event or a product. Just as a coach prepares his team for a game, a web designer prepares his team for the development of a web site, or an administrator prepares his staff for the awards ceremony, all these professions require the ingenuity, motivation, and organization of a proficient project manager. The most important factor that a project manager is time. All projects are ‘set in time’ (Lientz et al., 1998, p4). Projects are set according to a timeline where milestones are met. Budgets play a role in milestone because without one there cannot be the other. However, the role of a project manager is to reduce the risk just as what a prenuptial would serve in a marriage. Project management is a well sought after profession. It involves working with different people, defining their roles and responsibilities, motivating people to avoid setbacks, and managing by walking around to make sure tasks are done properly according to the goals and objectives of the project. Although these tasks may sound onerous, it is probably by far easier to than trying to plan a wedding around the whims two families that have met each other for the first time.

## Week 2 – Milestones

Consultant - Kenneth Kim

Project - lead a web committee to create a website at School of Whozit that can be used by students, teachers, and parents

## Needs Assessment

1000 Make decision on roles and responsibilities of students

1100 Meet with web committee

1101 Decide on individual roles and responsibilities

1102 Decide on timeline

1103 Decide on theme of website

1104 Decide on graphics for home page either to hire outside graphics designer or have a school contest

M1 Decisions made

- Students responsible for page layout, sitemap, design, develop, and evaluate
- Web site finished in three months with continued maintenance until end of the school year
- Naming convention for images and web pages – less than 8 characters and no spaces
- Saving images and web pages – saved in an images folder and a html folder
- Theme done using school online survey
- Add extras (counter, search engine, search site, site map, last updated, date / time stamp)
- Hire an outside graphics designer
- Backup done daily on network

2000 Interview outside graphic designer

2100 Meet with outside graphic designers

2101 Review ideas

2102 Review their work

2103 Review cost and talent

3000 Make decision on hiring of graphic designer

3100 Meet with web committee

3101 Decide on graphic designer based on cost and talent

M2 Decision made

- Hire Graffiz Co. at a cost of \$200 for the homepage

4000 Make decision on theme of website

4100 Meet with web committee

4101 Decide on creating online survey

4102 Decide on content of online survey

M3 Decisions made

- Students create online survey on Poll Wizard, a free online polling feature
- Selections for school logo, layouts of homepage, and colour using radio options
- Survey completed in one week with a one week promotional period beforehand

Design

5000 Design Website

5100 Meet with web committee to look over information from online survey

5101 Decide on home page layout

5102 Decide on student page layout

5103 Decide on teacher page layout

5104 Decide on parent page layout

5105 Decide on overview of school layout

5106 Decide on school logo

5107 Decide on style-sheet(s) (a script that is created on a separate page, but linked to every page to give a consistent look to all pages)

5108 Decide on student page password feature

5109 Decide on promotion of web page

M4 Decisions made

- Chose layout that had a clean look with very little animation
- Graffiz Co. will use Photoshop and Image Ready for the design of home page
- Web Committee will use Dreamweaver and HTML coding for the web pages
- Student page password feature done using script
- Make announcement to the student body on the decision of the home page layout and colours
- Continue web site promotion on a weekly period using announcements

Develop

6000 Build Website

6100 Create template

6200 Create style-sheet(s)

6300 Create student, teacher, parent, and overview of school pages using template

6400 Create school logo and other graphics

6500 Beta test web pages on network

6600 Beta test web pages on server host

M5 Decisions made

- Present pages to administration, teachers, and parents for feedback
- Revise design and content as necessary
- Continue web site promotion on a weekly period using school announcements

Evaluate

7000 Evaluate Website

- 7100 Choose focus group to evaluate website
  - 7101 Create focus group questions
  - 7102 Decide on time, location, and incentives for focus group
- 7200 Revise design and content as necessary
- 7300 Plan for website unveiling party
  - 7301 Decide on time, location, and other promotional needs
- 7400 Decide on ongoing maintenance schedule to keep content current

M6 Decisions made

- Present pages to administration, teachers, and parents for feedback
- Revise design and content as necessary
- Have a website unveiling party in the auditorium and online concurrently
- Students responsible for ongoing maintenance schedule
- Continue web site promotion in the school newsletter