

Unit Title: SBE Project Management Skills

Grade Level: 12

Subject Area: *Marketing and Management Seminar*

Duration/Length/Number of class periods: *Full-year course/ 3 trimesters/ 1 period per day*

Description: Use Project Management tools while working in a school-based-enterprise team and completing team assigned projects and goals.

Established Goals (National, State, Local):

CS1 4.3 Discuss and practice leadership and teamwork in a workplace setting

CS1 5.1 Identify and practice effective written communication in the work setting

CS1 5.2 Identify and practice effective verbal communication in the work setting

CS2 4.3 Discuss and practice teamwork in a workplace setting

What Enduring Understandings are desired?

Students will be able to employ the project management framework in a collaborative team environment.

Students will be able to employ effective written and verbal communications when working in a team environment.

Students will be able to manage and participate effectively as a team in a workplace setting.

Students will be able to communicate with others individually or within the team environment.

Students will be able to understand how teamwork affects the overall business environment.

What Essential Questions will be considered?

How is the project management framework used in a collaborative setting?

Why is Self and Peer Reflection important in a collaborative environment?

What leadership and team roles are vital in a collaborative setting?

How do we evaluate team success in a project management setting?

Who are the decision makers and stakeholders in a workplace?

Students will know / be able to:

I can employ the project management framework in a collaborative team environment.

I can employ effective written and verbal communications when working in a team environment.

I can manage and be an active participant in a team in a workplace setting.

Description	Formative	Summative	Introductory Activity	Learning Activity	Student Technology Used	Teacher Technology Used	ISTE Standards
Project Charter (Google form)	X		X	X	X	X	X
Work Breakdown Structure (Google form)	X			X	X	X	X
Status Report (Google form)	X			X	X	X	X
Lesson Learned (Google form)		X		x	X	X	X

Materials, tools and resources:

Project Management Framework Templates

<https://www.ahschools.us/cms/lib/MN01909485/Centricity/Domain/4964/Project%20Management%20Framework%20Templates.docx>

Project Management Framework Processes

<https://www.ahschools.us/cms/lib/MN01909485/Centricity/Domain/4964/Project%20Management%20Framework%20Processes.docx>

Project Management Glossary and Terms

<https://www.ahschools.us/cms/lib/MN01909485/Centricity/Domain/4964/Project%20Management%20Glossary%20of%20Terms.docx>

Project Charter

<https://docs.google.com/forms/d/1LvhtbZfyAdEuJLOeIPiluGQhu18f9hpPAIX2Ru8JBUC/edit?usp=sharing>

Work Breakdown Structure

<https://docs.google.com/forms/d/1KoERvn1F4XRrIZ7sy52xPbysTG1MS1Xom5si44yE7BQ/edit?usp=sharing>

Status Report

<https://docs.google.com/forms/d/1XLbKAA4xSgyRKFQFGn5yeHLImIQnN3ziCYf97ZCSN2k/edit?usp=sharing>

Lessons Learned

<https://docs.google.com/forms/d/1KwlbysRFV9Wz06rKASvGyA87kYIV1xZg-aFI8MSfhQc/edit?usp=sharing>

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Additional credit given to: MBA RESEARCH AND CURRICULUM CENTER

Day-to-Day Lesson Plan

Use project management tools to complete a team project for your school-based-enterprise.

1. Start by completing the **project charter form**

This form identifies and details the project:

- Title
- Manager(s)
- Sponsor(s)
- Reasoning or Justification
- Objectives
- Success Criteria
- Deliverables
- Start and End Dates
- Summary Budget

2. Next complete the **work breakdown structure**

This form identifies and details the project specific tasks:

- Description of the tasks
- Duration of the tasks
- Start date of the tasks
- End date of the tasks
- Resources needed to complete the tasks
- Who the tasks are assigned

3. Next complete regular **status reports**

This form identifies specific and ongoing details in the project:

- Completed work
- Upcoming tasks and activities
- Issues and resolutions
- Changes to the scope of the project
- Problems, concerns, or recommendations

4. Lastly, complete the **lessons learned template**

This form identifies lessons learned throughout the project:

- What the team did right
- What the team could improve upon

- What the team need to continue to do for this project